

**McLean High School**  
**Teacher Recommendation Request Form**

Student Instructions:

1. Ask your teacher(s) in person to write a recommendation letter for you.
2. Get his/her agreement.
3. Request your recommendations electronically after you have done 1. and 2.
4. Provide this form to your teacher as a confirmation.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Counselor: \_\_\_\_\_

Student Email: \_\_\_\_\_ Student Phone: \_\_\_\_\_

Thank you for agreeing to write a college recommendation letter for me. I am applying to the following colleges and have listed the application due dates.

College Name	College Application Due Date	Delivery (Common App, mail, etc.)

Thank you for all your time and effort on my behalf.

Sincerely,

\_\_\_\_\_ (student signature)

STUDENTS: Please share any information that will help your teacher write effectively about you as a student. Also, remember to send a thank you note!
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