



Brooks Academy of Science and Engineering

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www.brooksacademy.org

Letter of Recommendation Request Form

(Counselor/Teacher)

Name of person for whom letter is being written: _____

University Name: _____

Name of person writing recommendation letter: _____

Letter of recommendation for: Admission Application Scholarship Application

Other (Specify): _____

Address the letter of recommendation to the following name and address:

School (or business/organization) _____

To the attention of: _____

Address _____

City _____ State _____ Zip _____

Please attach the most recent copy of your resume if for a college application.

If for a scholarship please attach the most recent copy of your resume as well as a detailed description of the scholarship.

Please call me at (_____) _____ when the letter is ready to be picked up.

Please email me at _____ when the letter is ready to be picked up.

Please mail the letter in the addressed and stamped envelope that I provided.

THE LETTER OF RECOMMENDATION IS DUE BY: _____

Thank you in advance.