



Letter of Recommendation

Name: _____ ID# _____

E-mail: _____

Reason Requesting Letter: _____

Degree Pursuing: _____

Career Goal: _____

Awards Received: _____

Organizations: _____

Other Information: _____

Letter needs to be picked up/mailed by: _____

Letter will be: _____ picked up _____ mailed

Address to send the letter if mailed: _____

Please give us at least **3** business days to complete your letter of recommendation. Give us as much relevant information and/or documentation to help us prepare your letter. Please specify if the recommendation is for a job, scholarship, entrance to college, etc. Additionally, let us know if you are a member of any clubs or organizations (PTK, TRIO, Rising Star) ; and if you have held any leadership positions within them.

Good Luck!
TRIO Staff