

REQUEST FOR LETTER OF RECOMMENDATION

Instructions:

1. Ask TALH administrator if he/she is willing to write a letter of recommendation for you.
2. Fill out this form completely, **attach an updated resume AND if the recommendation is to be mailed by TALH, attach a self-addressed stamped envelope**, and give all items to the requested TALH administrator.

A minimum of two (2) weeks' notice is required for a letter of recommendation from a TALH administrator. Use one form per recommendation request. Instructions for addressing and stamping envelopes are on the reverse side for your information.

**REMEMBER THAT YOU MUST PERSONALLY ASK THE RECOMMENDER
BEFORE SUBMITTING THIS FORM.**

Student Name _____ Date of Request _____

Cell Phone Number _____ Email _____

Administrator Requested (check one): Stevenson Corwin Hodge

Institution Deadline Date _____

NOTE: Allow a minimum of five (5) days BEFORE institution deadline

Name of Institution _____

Address of Institution _____

Recommendation to be typed on (check ONE):

- Recommendation Form that will be emailed to recommender.
- TALH Letterhead
- Recommendation Form (form is attached)
- Counselor Report, Mid-Year, School Report Form (form is attached)
- Online
- Other (Please specify) _____

Mailing Instructions (check ONE):

- Emailed by TALH
- Mailed by TALH (attach an addressed, stamped envelope)
- Returned to student in sealed envelope.
- Other (Please specify) _____

Attachments (check all that apply)

- Resume
- Recommendation, Counselor, Mid-Year or School Report forms
- Addressed and stamped envelope
- Other (Please specify) _____

Student Signature

Date

TALH OFFICE USE ONLY

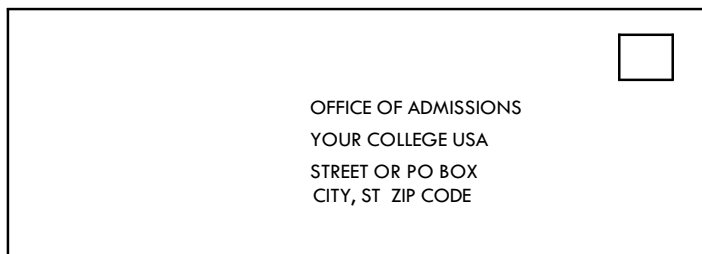
Date In _____ Date Mailed _____

NOTES:

SAMPLE OF SELF ADDRESSED STAMPED ENVELOPE

NOTE: Self addressed stamped envelopes should be typed or printed neatly. This is the envelope that is used to send your recommendation. First impressions are VERY important.

Most of our letters of recommendations will be 1-3 pages. If your recommendation materials will be 1-5 pages, address a regular letter size (9 1/2" x 4") envelope and attach postage as follows:



If your recommendation materials will include 5 or more pages, you should address the envelope the same as above but attach extra postage. To be safe, add 1 additional stamp or each additional 5 pages (i.e., 5 pages 1 stamp; 10 pages 2 stamps, 15 pages 3 stamps, etc).

If you are in doubt about the amount of postage necessary, check with the Lamar University Post Office.