

Recommendation Letter Request

Mr. Aguilar

Student Guidelines

1. Please submit any recommendation letter request at least 2 weeks prior to the deadline for mailing or giving you the letter. While I will try to accommodate last minute requests, I cannot guarantee the timely completion of such letters.
2. If the recommendation must be mailed, include a stamped envelope with the mailing address for the school or scholarship foundation and the following return address written on it:

Anthony Aguilar
c/o Murrieta Valley High School
42200 Nighthawk Way
Murrieta, CA 92562

3. Indicate the following information:

Your Name: _____

School/Scholarship Applying For: _____

4. Indicate the date the recommendation letter must be completed by:

Please MAIL the letter by _____

I will pick up the letter on _____

5. Please include a sheet with the following information if available:

- Description of assignments, presentations, or projects you completed while in my class that you felt distinguished you from other students
- Your current GPA and class rank
- Advanced Placement test scores
- Recognition received for PSAT or EAP Exams
- Honors and awards you have received
- School activities you participate in and any leadership positions you hold within these activities
- Outside activities you participate in and any leadership positions you hold within these activities
- Current academic and career goals
- Any other pertinent information that might help me in completing the letter