

## Recommendation Letter Request Student Personal Profile

To: \_\_\_\_\_ Requested Date: \_\_\_\_\_

From: \_\_\_\_\_

\_\_\_\_ I will be using the Common Application

\_\_\_\_ I will need the letter mailed to the school (please include the school address)

I respectfully request a Letter of Recommendation from you. This letter will be placed in my confidential file in the Counseling Department and will be used for college and scholarship applications. Please place your letter in your counselor's mailbox or email it to Ms. McGinnis at [wmcginnis@mh-ma.com](mailto:wmcginnis@mh-ma.com). Thank you for your assistance.

1. I took the following classes from you:

\_\_\_\_\_  
\_\_\_\_\_

2. In your class, I benefited most from:

\_\_\_\_\_  
\_\_\_\_\_

3. While attending MHMA, I have participated in the following activities and/or volunteer work:

\_\_\_\_\_  
\_\_\_\_\_

4. Non-school organizations, activities I have been involved in are:

\_\_\_\_\_  
\_\_\_\_\_

5. Leadership positions, honors, prizes, awards, and recognitions I have received:

\_\_\_\_\_  
\_\_\_\_\_

6. I am applying to the following colleges / universities and for the following scholarships:

\_\_\_\_\_  
\_\_\_\_\_

Student Signature

\_\_\_\_\_