Department of Communication Sciences and Disorders West Virginia University

SAMPLE REQUEST for RECOMMENDATION

This is the cover sheet for the information submitted in the Recommendation Envelope.

All requests must be received between October 20 and December 1.

To: Dr. Ca	arolyn P. Atk	ins (Reference Writer)								
From: Ann Smith (Student)					Date of Request: October 25, 2014					
	I respectfull hat apply):	y request that you w	rite up to	five lett	ers of recomn	nendation	ı for m	ie becau	ise (check al	1
X_You	ı were my pr	ofessor/instructor for	the follow	ing class	es/clinical/res	earch exp	erienc	e:		
Class Nu	Class Number Class Name				Credit Hours	Semester		Year	Grade	
SPA 270					3	Fall		2012	A-	
SPA 498A Honors Effective Public Speaking					1	Fall		2012	B+	
Other II. IX a reX a reX pre I am appl	er (Please de have include esume with " ecent transcr -addressed e ying to the g	led in this envelope: talking points" ipt of my grades (Degrance) nvelopes (with postagoraduate school progra	ge added, w	elow.	,	d etamped	Dro ad	drossed w	ngtamped	
hool	Application Deadline	Waived right to see recommendation (Yes or No)	Online Rec	Paper Rec	Pre-addressed envelope inclu writer should letter	ıded;	Pre-addressed unstamped envelope included; writer returns letter to student via outbox		s	
owson	1.15.15	Yes	X		X					
arshall	1.19.15	Yes		X			Σ	ζ		
		d that I should notify rior to the deadlines	-	-		e latest).		ı as pos	sible (at leas	t

Date

Signature