

**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. Carolyn P. Atkins (Reference Writer)

From: Ann Smith(Student)

Date of Request: November 2, 2016

I. I respectfully request that you write up to five letters of recommendation for me because (check all that apply):

You were my professor/instructor for the following classes/clinical/research experience:

Class Number	Class Name	Semester	Year	Grade
CSAD 270	Effective Public Speaking	Fall	2014	A-

You were my academic advisor.

Other (Please describe)

II. I have included in this envelope:

a resume with "talking points"

a recent transcript of my grades (DegreeWorks)

pre-addressed envelopes (with postage added, when needed)

I am applying to the graduate school programs listed below.

School	Application Deadline	Waived right to see recommendation (Yes or No)	Online Rec	Paper Rec	Pre-addressed stamped envelope included; writer should mail letter	Pre-addressed unstamped envelope included; writer returns letter to student via outbox
Towson	1.15.17	Yes	X		X	
Marshall	1.19.17	Yes		X		X

III. I understand that I should notify you of any changes in this information as soon as possible (at least two weeks prior to the deadlines above and by December 1 at the latest).

Ann Smith

Signature

November 2, 2016

Date