

## **PROFESSOR C. RECOMMENDATION LETTER FORM**

### **READ THESE DIRECTIONS BEFORE SUBMITTING THIS FORM:**

- Students **must fill out this form** to obtain a letter of recommendation from Prof. C.
- This form must be completed fully and placed in Professor C.'s mailbox at least one week before your letter is due.
- Professor C. will complete your letter within three days of submittal of this form. **Please note: you will not be notified that your letter is finished. It is up to you to come pick it up.**
- Each blank must be completed or labeled N/A and incomplete forms will not be considered.
- Completed letters will be placed in Professor C.'s mailbox for you to pick up.
- Letters left in Professor C.'s mailbox and not picked up immediately after the deadline date written below will be discarded.
- Please direct any questions or comments to Professor C.

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### ***INFORMATION ABOUT YOU***

<b>YOUR NAME:</b>	
<b>YOUR E-MAIL:</b>	
<b>YOUR PHONE #:</b>	
<b>PURPOSE OF LETTER:</b>	
<b>CLASSES WITH PROF. C &amp; WHEN:</b>	
<b>RELATIONSHIP WITH PROF. C.:</b>	

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### ***INFORMATION ABOUT YOUR REQUESTED LETTER***

<b>NAME OF RECIPIENT:</b>	
<b>ADDRESS OF RECIPIENT:</b>	
<b>E-MAIL OF RECIPIENT</b>	
<b>PHONE # OF RECIPIENT</b>	

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### ***SPECIAL INFORMATION / CHECKLIST***

<b>IS THERE A SEPARATE FORM OR DO YOU JUST NEED A LETTER?</b>	<input type="radio"/> Yes, I have a separate form and it is attached <input type="radio"/> No, I just need a letter on Daniels letterhead
<b>WILL YOU PICK UP THIS LETTER OR WILL YOU INCLUDE A STAMP WITH THIS FORM?</b>	<input type="radio"/> Yes, I will pick this letter up <input type="radio"/> No, I included a stamp for Prof. C. to mail the letter
<b>LETTER DUE DATE:</b>	
<b>RESUME IS REQUIRED TO BE ATTACHED TO THIS FORM:</b>	<input type="radio"/> Yes, I attached my resume to this form
<b>APR IS REQUIRED TO BE ATTACHED TO THIS FORM:</b>	<input type="radio"/> Yes, I attached my APR to this form
<b>ANYTHING ELSE YOU WOULD LIKE PROFESSOR C. TO CONSIDER:</b>	