Recommendation Letter Form

I would like to request a recommendation letter from				
I need this letter for:	□ Job application	🗆 Internship	\Box Other _	
I need this letter by	(date) Please allow	at least one we	ek.	

first name	last name	middle name		
ID number	country of citizenship	major		
starting term at SVSU	expected graduation date	GPA		
List of activities and accomplishments				
What specific qualities or information would you like highlighted?				
In what capacity do you know the writer of the letter?				

Date _____

Signature_____