

# Request for Letter of Recommendation

## Student Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
U-Number U \_\_\_\_\_

## Request and Recipient Information

I give Professor/Instructor \_\_\_\_\_ permission  
to write a letter of recommendation to:

Name \_\_\_\_\_  
Street Address 1 \_\_\_\_\_  
Street Address 2 \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

## Release of Student Education Record Information

**YES.** The professor/instructor may include the following information in the letter:

\_\_\_\_\_  
\_\_\_\_\_.

**NO.** The professor/instructor may **NOT** include the titles, grades, and cumulative GPA of the courses I took from him/her.

## Student's Waiver of Right to Review

**YES.** I waive my right to review a copy of the letter at any time the future.

**NO.** I do **NOT** waive my right to review a copy of the letter at any time in the future.

Note: If your letter of reference is/was submitted through a third-party online reference system, it will not be available for your review.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date