

**Section 1**

Name of Student Requesting Letter:

E-mail:

Phone:

Date Needed By (At least 2 weeks from date form is turned in):

**Section 2**

Recommender Requested (Check one):

 Stacey Malaret     Germaine Graham     Tava Bingham     Other: \_\_\_\_\_**Section 3**

Name of Scholarship, Job, or Agency in which this reference is for:

Letter Should Be Addressed To:

(Please be specific in the person/committee, company or agency that the letter needs to be sent in attention of)

Type of Letter Needed (Please be specific):

**Section 4**

Additional Information or Special Needs:

**YOU MUST TURN THIS FORM IN WITHIN 2 WEEKS OF THE  
APPLICATION DUE DATE!**

**\*You must attach a current resume to this form in order to receive a  
recommendation/reference.**

Letters will be available for pick-up in the blue folder at the front of the office. Letters may be sealed if necessary pertaining to the request of the scholarship, job, or agency in which this reference is for.

If there are questions or concerns you will receive an e-mail from the recommender. You will be contacted when your letter is ready to be picked up.