**LETTER OF RECOMMENDATION REQUEST**

**Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list each individual writing a recommendation letter for you and which college(s) you would like each letter sent to:

**Name of Recommender College(s) Date Sent**

 (office use only)

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Please have all letters sent directly to Mrs. Garlock in hardcopy or via email from the person who is writing the letter. In addition, this sheet should be turned in to Mrs. Garlock directly and in a timely manner so that the letters can be forwarded to the appropriate schools. If you have any questions, please do not hesitate to ask!

Thanks - Mrs. Garlock (bgarlock@lakecountryhs.org)

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