

# Letter of Recommendation Checklist

## Personal Information

Name:

Phone Number:

Email Address:

GPA:

Resume Attached

Biography Attached

Curriculum Vitae Attached

## Letter Information

Reason for Letter:

Recommendation Due Date:

Letterhead Required

Purpose of the Recommendation  
Attached

Reason for Application Attached

Criteria Attached

Send Recommendation To:

Name:

Address:

City:

Zip Code:

State:

Email:

Electronic Submittal

Instructions Emailed

Please let me review the letter prior to submittal. Thank you.

Letters of Recommendation

Alpha Gamma Pi Alumni Association of Phi Theta Kappa International Honor Society of Two-Year Colleges

Created: Summer 2017