

## LETTER OF RECOMMENDATION REQUEST FORM

**Important:** The first step in requesting a letter of recommendation from a faculty member is to contact the faculty member directly to ask if he or she would be willing to write a letter for you. *This request form is not a substitute for that initial contact.*

Having contacted the faculty member, print out this request, fill it out completely and give it to Holly Halligan or mail it to: Holly Halligan, 232 Kroeber Hall, Berkeley, CA 94720-3710.

- Please submit one form per letter needed.
- A request for a letter must be received three weeks before the letter is due.
- Professors Dundes, Graburn, Moore, Nader and Ogbu do not use this letter service. Requests for letters from these faculty members must be arranged with each faculty member directly.

Student Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Name of Faculty Member: \_\_\_\_\_

Give complete address of institution requiring the letter. Include the name of the person to whom the letter should be addressed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of recommendation (job, post doc, funding, promotion, admission to program, etc.): \_\_\_\_\_

\_\_\_\_\_

Due date for letter: \_\_\_\_\_

Indicate whether you want the letter sent to the institution or sealed and returned to you: \_\_\_\_\_

Make sure you have:

- Attached an addressed, stamped envelope for each letter requested.
- Filled out and included any necessary forms that need to accompany the letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_