



# Request for Letter of Recommendation

Office of Instruction  
Mat-Su Borough School District  
501 N. Gulkana  
Palmer, AK 99645  
P: (907) 746-9212 || F: (907) 746-9292

Print Form

Date

**Special Instructions:** In order to better evaluate you, fill out this form with your information to assist the person from whom you are requesting a recommendation letter. *You may attach additional information to this form, such as a resume or cover letter.*

Student Name  Student ID  Phone #   
Counselor Name  High School

**MSBSD Student Portfolio (Select one below):**

- Scholarship       Grant       College       Other

Student Needs Letter By (Date)

**Academics & Achievement:**

GPA  Class Rank  SAT Composite  ACT Composite

Long-Term Goals and Career Plans:

Hobbies, Talents, Strengths, & Interests:

Please include any other information that would be helpful, such as obstacles you have overcome and any topics you would like the writer to highlight for this letter of recommendation.

**Upon Completion, Please (Select one below):**

- Return via mail in the enclosed envelope  
 Return to student