

Sample Letter of Recommendation Request

Instructions

- Student must provide a letter stating his/her permission for faculty member, or others, to provide GPA or grades in a letter of recommendation (a sample letter is below).
Letter from student should be maintained by faculty member, to protect the faculty member and University if student later denies the request.
- Any questions regarding this, please contact the registrar.

Sample Letter

Date

APSU Employee Name
Department

RE: Letter of Recommendation for **Student Name, A Number**

I give permission for Dr. Randall Smith to write a letter of recommendation to:

Home Depot
111 Home Depot Street
Springfield, MO 65804

Dr. Smith has my permission to include my grades, GPA, and class rank in this letter.

I waive/do not waive my right to review a copy of this letter at any time in the future.

Student Name (typed)

Student's Signature