

Request for Letter of Recommendation Form

Dr. S. Iyer

Name: _____

Today's Date: _____

- It would be useful for me to go review your statement of purpose and resume before I write the letter. Have you enclosed them? _____
- Most schools use online letter of recommendation. Some still ask for letters to be mailed to them. For these, I'd prefer to mail it directly to the department/school. Have you enclosed addressed stamped envelopes for mailing the materials? _____ Y/N ___ N/A
- If it's OK for me to talk about the grade(s) you were awarded in course(s) taught by me in the letter of recommendation, please sign below:

I give Dr. Iyer permission to release information pertaining to my performance in the courses taught by her in the recommendation letter.

Signed: _____

Classes you took with me:	Semester

School you are applying to:	Program (physics, Engg., etc.)	Deadline

Other information regarding research activities, teaching/tutoring experience and other departmental activities that you been involved would also be helpful. Add a sheet if needed.
