



Bronx Design & Construction Academy
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Recommendation Request Form

DIRECTIONS: Copy and paste the information below the line to an email. Title the subject of the email “**Recommendation Request**”. Remember to write your name, where it says “**YOUR NAME**”. Fill out all of the information that is required in the email and send it to the teacher that you wish to write you a recommendation.

Hello,

I would greatly appreciate it if you would write a recommendation letter for me. I have included information about myself below. If you need any further information, please let me know.

Thank you,

YOUR NAME

Student Name:

Current GPA:

CTE:

Desired career:

Colleges I plan to apply to:

Recommendation due by:

- 1.
- 2.
- 3.
- 4.
- 5.

Classes I had with you: *(Be specific with the name of the course. You can find the exact name on a copy of your transcript. If you had me for more than one class, name each one!)*

Activities participated in while in high school (including community service)

Awards received within the last four years:

Work experience within the last 4 years:

Career goals: