



RANDOLPH COLLEGE

Founded as Randolph-Macon Woman's College in 1891

Request for Letter of Recommendation

(To be completed by student. Please type or print.)

To: _____
(Name of person from whom the student is requesting recommendation)

From: _____
(Name of student who is requesting recommendation)

Major(s): _____

Concentration(s): _____ Graduation Date: _____

This student has the option of waiving or retaining his/her right to view this recommendation under the terms of the "Family Education Rights and Privacy Act of 1974" **unless** he/she has signed the below.

If you chose the option of having a "confidential file", sign and date below.

Signature of Student

Date

To be completed by Recommender:

Letters of recommendation should be typed on letterhead stationery, preferably not to exceed one page in length. Please be sure you state the student's name on the page. Recommendations are photocopied from your letter.

Name

Company/Institution

Title

City/State/Zip

Signature

Date

Please attach your completed recommendation and kindly forward to:

Career Development
Randolph College
2500 Rivermont Avenue
Lynchburg, VA 24503-1526