Dear Professor __________________________

Would you please send a letter of reference for me to the individual(s) listed below. I am applying for:

1. admission to graduate school
2. admission to medical school
3. admission to a professional school in (area) ________________
4. employment

My career goals are:

I waive___do not waive___my right to read your letter of recommendation.
I consent___do not consent___to your including specific information about my academic performance of record (grades, test score, class standing, etc.) in your letter.

Please send the letter to: (include title of addressee) and (indicate deadlines).

Name: __________________________

Signature: ________________________

Date: ____________________________