

**Kolbe Academy Home School**  
**Request form for a Letter of Recommendation**

1600 F Street, Napa, California 94559 707-255-6499 707-255-1581 (fax) homeinfo@kolbe.org

Today's Date \_\_\_\_\_

Name: \_\_\_\_\_

Person to Whom the Letter should be Addressed: \_\_\_\_\_

Name of College/Scholarship: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

My future goals include: \_\_\_\_\_

My strengths and weaknesses are: \_\_\_\_\_

My extracurricular activities include: \_\_\_\_\_

What I would like this committee to know about me: \_\_\_\_\_

Other comments: \_\_\_\_\_

The deadline to turn this letter in is: \_\_\_\_\_

When you are finished, I need you to (check 1):

\_\_\_\_ Send to my home in a separate, signed, and sealed envelope.

\_\_\_\_ Send directly to the address above.

\_\_\_\_ Other directions (specify): \_\_\_\_\_

Thank you for the time you are taking to write this letter of recommendation.

Sincerely,

\_\_\_\_\_