**LETTER OF RECOMMENDATION (LOR) REQUEST INFORMATION**

Make a checklist of who is requesting a letter of recommendation from you, such as colleges, scholarships, internship programs, etc.

Complete a Brag Sheet (use the Common Application Brag Sheet) and prepare all the materials you need to attach such as a resume.

If the writer needs to mail the LOR directly, provide an envelope with a stamp and the appropriate address.

If the LOR is to be completed online, provide the necessary information such as the website, access code, if any, etc.

If the LOR is for your Common Application, you will need the recommenders contact information, phone # and email.

Remember that you can also request from other individuals such as coaches, employment/internship supervisor, etc. Relatives are not allowed. If you are requesting LOR from non Sato staff, and the LOR needs to be completed online, be sure to get all the necessary information from them if needed, such as contact # and/or email address.

Last but not the least; send a message of appreciation to your recommenders. Besides being thankful, it also shows professionalism.