Letters of Recommendation
from Dr. Darrel Smith, Chair
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Prescott, AZ 86301

Students often ask me for letters of recommendation, and I constantly find myself repeating a list of instructions to assist them in their request. I believe it will be to your advantage if you follow the procedure outlined below so I can process your request in a timely manner.

Today’s date __________ __________ __________

1. Student’s Name: ________________________________
   (please print)
   I’ve completed _______ credit hours and my GPA is _______

2. Institution/Company/Organization __________________________
   to whom you’re applying
   If graduate school: ___________________________________________
   Degree Program

3. Person’s name (if any)? ___________________________

4. Address: ___________________________________________
   required if you’re expecting me to send a paper letter.
   ___________________________________________

5. What is the deadline? __________ __________ __________
   month day year

6. Resumé attached? Yes No (circle one)

7. Dr. Smith: I would like you to write a letter of recommendation on university letterhead for me and: (Circle A or C)

   A. Put it in a university envelope sealed with your signature on the seal.
      Please send it to the address above.
   
   B. Put it in a university envelope sealed with your signature on the seal.
      Return it to me so I may send it. (This is not an option)
   
   C. Respond to the electronic (email) request from the institution or organization to which I am applying.
   
   D. Just hand me the letter on university letterhead. (This is not an option)

8. What information would you like me to include in this particular application?
   ___________________________________________________________________
   ___________________________________________________________________

9. My contact information __________________________
   phone __________________________ email