

**QUINCE ORCHARD HIGH SCHOOL  
15800 Quince Orchard Road  
Gaithersburg, Maryland 20878**

**TEACHER RECOMMENDATION**

It is the student's responsibility to request letters of recommendation. Please give teachers notice (15 school days) to write your letter of recommendation in order to meet the college deadline noted below.

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

**Student Name:** \_\_\_\_\_

**Teacher Name:** \_\_\_\_\_

I am making application to the following college(s):

College	Deadline Date	Date Mailed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please mail a copy of my recommendation in the stamped envelope which I have addressed to the college and included with this request.

**Use this request form for each teacher you ask to write a letter of recommendation.**  
(Additional copies are available in the Registrar's office.)

**Teacher, please type your letter of recommendation on school letterhead.**