



Department of English  
 Florida Atlantic University  
 777 Glades Road  
 Boca Raton, FL 33431

# Letter of Recommendation Form

**To the applicant:** Complete the top portion of this form and forward it to your recommender. Indicate the date that your recommender should return the form to you or the English Department. If the recommender is returning the recommendation form to you in a sealed envelope, it is helpful to provide a self addressed, stamped envelope to that person. Be sure to include the **unopened** envelope(s) with your application material.

**Return to applicant/department by** (month/day/year): \_\_\_\_\_

Applicant Name (last, first) \_\_\_\_\_

Intended program of study and degree \_\_\_\_\_

Name of recommender \_\_\_\_\_

The Family Educational Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are permitted to waive their right of access to recommendations. The following statement indicates the wish of the applicant regarding this recommendation.

I    **waive**    **do not waive** my right to inspect the contents of this recommendation.  
 (By waiving your right, you will not be allowed to inspect the contents of the letter.)

Applicant's signature \_\_\_\_\_

**To the recommender:** We would appreciate your opinion of this applicant's potential for success in graduate study. Please check the appropriate box in the chart below and attach your recommendation letter. Your letter should inform us of how long and in what capacity you have known the applicant, as well as address his/her academic ability and aptitude for advanced studies in the field of English. We pay careful attention to your appraisal, and we are grateful for your assistance.

Highly Recommend <input type="checkbox"/>	Recommend <input type="checkbox"/>	Would Not Recommend <input type="checkbox"/>
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Recommender Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Institution \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_

**Please seal your recommendation in an envelope, sign across the seal and mail to the applicant or to the department, as indicated in your instructions from the applicant. We appreciate your prompt reply.**