



KOSLOFF TORAH ACADEMY

50 MONTGOMERY AVENUE, BALA CYNWYD, PA 19004

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Recommendation Request for Summer Programs, Jobs and Volunteer Positions

Dear _____ ,
[NAME OF RECOMMENDER]

I would greatly appreciate your consent to list you as a reference in support of my application to:

[NAME OF PROGRAM, CAMP, OR PROSPECTIVE EMPLOYER]

I am applying for the following position:

The application deadline is _____

As a reference, you will be asked to [CHECK ONE]:

_____ Answer questions about me in a phone call

_____ Complete an online questionnaire

_____ Write a letter of recommendation

Attached is a stamped, addressed envelope

I DO / DO NOT [CIRCLE ONE] waive my right to see your letter of recommendation.

I would appreciate very much if you would let me know if you are able to be a reference for me. Please also send me the phone number and email address at which you can be contacted.

My email address is _____

Thank you in advance for all of your efforts on my behalf,

[SIGNATURE]