

Request for Letter of Recommendation from Professor Leach

I will write no more than three letters of recommendation for any student, one to Georgia Tech and two to other schools. Please fill out this form before asking me to write any letter. There are spaces for you to enter the schools to which you are applying, the courses I taught you in, and your grade. If you did any research or special problems projects under me, there is a space for you to describe them. Please be aware that when I have 10, 15, or 20 letters to write at one time, I have difficulty in remembering who some of the student are. I cannot write an honest letter if I cannot place your face. A copy of a picture with this form would be helpful, especially if you want my letter to be written on time. If I have to mail the letter to you or to a school, please give me an addressed and stamped envelope. In the case that I have to mail the letter to you, enclose a second envelope with your name on it and the school to which you are applying. I will enclose my letter in the second envelope and sign my name across the seal on the back. I require the second envelope because I have had students open sealed letters of recommendation that I have mailed to them.

Name:

Student ID:

Email Address:

Cumulative GPA:

Undergraduate:

Graduate:

Course Number and Title

Term

Grade

Schools You Are Applying To:

Description of any Research or Special Problems That I Have Sponsored