

INFORMATION TO HELP YOU WRITE THE REQUESTED RECOMMENDATION

The recommendation due date: _____ The current date: _____

My name and title: _____

My department: _____

My institution: _____

My Email: _____ Phone: _____

My preferred mailing address:

The purpose for which I need the recommendation:

The committee name or name and title of the individual to whom the letter of reference or recommendation form must be addressed:

The address to which the recommendation is to be sent (phone number is included in case you wish to send the recommendation via express mail):

My activities and accomplishments relevant to the criteria that you might wish to mention:

Special circumstances relevant to my application:

Summary of my short-term plans and immediate objectives:

Summary of my long-term plans and goals:

Included are copies of:

- MY current CV
- The current draft of my project description (I will be glad to receive your comments for improvements to the final draft that I will submit)
- The application instructions, please take special note of the criteria by which my application will be judged
- The agency forms on which the recommendation is to be made or to which the letter of reference is to be attached