

## **Personal Letter of Recommendation Form**

Personal Letters of Recommendation may come from teachers, therapists, social workers, friends, neighbors, or vocational/transition specialists. A letter from a teacher is preferred.

Applicant Name:
Person Writing the Recommendation
Name:
Address:
Phone Number:
Email Address:
Occupation:
Relationship to the applicant:
Duration of relationship:

## On a separate page, discuss the following items:

- 1. Describe your relationship with the applicant.
- 2. Describe why you feel the applicant would benefit from transition or postsecondary education.
- 3. Describe the applicant's desire to learn using examples from your relationship.

**Note**: The letter of recommendation should be no more than one page in length. Return this form along with your letter of recommendation in a sealed envelope to the applicant.

**Applicant note**: The Personal Recommendation Form should be submitted in the sealed envelope with your application package.

Sponsored by The Arc Gateway, Inc. and the State of Florida, Agency for Persons with Disabilities.



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