

721 Third Street  
Platteville, CO 80651  
January 14, 2015

Mrs. Nicole Hill  
ACE Teacher/Coordinator  
Valley High School  
1001 Birch Street  
Gilcrest, CO 80623

Dear Mrs. Hill

In my ACE III class, we are building our College in Colorado account with all of our required I-CAP components needed for graduation. One of the requirements of the I-CAP is a letter of recommendation.

As my teacher, I am requesting a letter of recommendation from you. Attached, you will see information about me during my high school years. This might help you in writing the letter. Also, in the letter, please include how long you have known me and the qualities I have that you think would make me a good employee. The following is a list of criteria you may wish to consider in your evaluation: scholastic ability, attendance, motivation, reaction to criticism, initiative, personality, integrity, maturity, leadership qualities, cooperation, and team work skills. You may also want to include examples that would illustrate my character, judgment, and/or work ethic.

This letter of recommendation is due to my teacher, Mrs. Hill, by \_\_\_\_\_, so I am hoping you can have it to me by \_\_\_\_\_. I will text you/call you/visit with you to remind you. If you have any questions, please call me at \_\_\_\_\_. Thank you very much for your help and support.

Sincerely,

John Student

Attachment: Informational Paper, Letterhead