School of Psychology,
Family, and Community

P 206-281-2918

3307 Third Avenue West
Seattle, Washington 98119-1922
SPU.EDU/SPFC

SEATTLE PACIFIC
UNIVERSITY

Request for Letter of Reference

Full Name of Student _____ Date _____

Stated Purpose for Letter of Reference _____

To Referee _____

I request a confidential letter of reference that comments upon any of my academic and/or professional and/or personal characteristics. Please address any of my past accomplishments or experiences, as well as your opinions about my current aptitude or skills in whatever domains you deem appropriate for the stated purpose.

Attached are relevant details about activities and dates of my studies or work experience. Also attached is a current copy of my curriculum vitae (or resume), and/or other relevant materials.

I hereby expressly waive any and all rights of access to the content of the letter, including those given to me by FERPA (Family Education Rights and Privacy Act) or any other regulations or policies or laws. I understand that in waiving these rights, I relinquish any right to inspect, review or amend the letter, as well as any right to ever receive a copy of this letter. Also, I understand such letters may include negative as well as positive information and/or opinions about me, and I know such letters may harm or benefit my reputation and future opportunities.

Thank you for writing a letter of reference on my behalf.

Sincerely,

_____
Student Signature

Date request was received: _____

Date letter(s) were sent: _____

Date waiver was archived: _____

Updated 11/25/2019