



TRINITY
SOUTHWEST
UNIVERSITY

REQUEST FOR LETTER
OF RECOMMENDATION

Date _____

Dear _____,

I, _____, have applied for admission to Trinity
Southwest University with the intention of pursuing a _____ degree
in the field of _____.

As part of my application process, I am required to provide TSU with two letters of
recommendation.

I am asking you to provide one of the two required letters. Your letter should address the
following items:

1. Nature of our association.
2. Length of our association.
3. Your assessment of my moral character.
4. Your assessment of my ability (time, motivation, mental, etc.)
to successfully pursue the above course of study.
5. Any other information or comments you deem pertinent.

Your letter of recommendation should be mailed directly to:

Trinity Southwest University
Attn: Admissions
7600 Jefferson NE, Suite 28
Albuquerque, NM 87109

Thank you for your assistance in this matter!

Sincerely,