

Sample Permission Letter to Write a Letter of Recommendation

I give permission to Prof. Kostal to write a letter of recommendation to:

Anne's Catering
344 Willow Dr.
Lynchburg, VA 24502

Prof. Kostal has my permission to include my grades, GPA, and class rank in this letter

I waive/do not waive my right to review a copy of this letter at any time in the futures.

Signature

Date

Notes: This is an example of a form that school officials (this includes faculty, of course) can use with students who wish for the school officials to write a letter of recommendation that includes non-directory information that is maintained by the institution such as grades, GPA, class rank. If any non-directory information is included in the letter of recommendation, the student's written permission is required to include any of these items. This sample was added because a student filed a complaint with the Family Policy Compliance Office after a faculty member had included a grade and GPA in a letter of recommendation without obtaining the student's permission to do so. The Family Policy Compliance Office determined that the faculty member violated FERPA.