



Lane Community College Honors Program

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Instructions for Completing the Confidential Letter of Recommendation Requirement

To the applicant:

1. Please fill out the following information:

Name:

Date:

Application Due Date:

2. Send this form to the high school or college instructor who is writing the letter of recommendation.

To the letter of recommendation writer:

Thank you for your willingness to write a confidential letter of recommendation for the above applicant. Please write your letter on official letterhead. If letterhead is unavailable, please include your contact information.

In the letter, specify how long you have known the applicant and in what capacity. Explain in detail how the applicant is prepared to undertake honors level coursework at Lane Community College.

Please submit your signed letter in a sealed envelope with your signature over the seal to:

Jenny Merriman
Lane's Honors Program
Office of Academic and Student Affairs
Lane Community College
4000 E 30th Avenue
Eugene, OR 97405