

Instructions for completing the confidential letter of recommendation requirement

**To the Lane Honors Program applicant:**

1. Please fill out the following information and save the document:

Name: Click here to enter text.

Date: Click here to enter text.

Application Due Date: Click here to enter text.

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

**To the writer of the letter of recommendation:**

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. For information regarding the Lane Honors Program, visit our website at [lanecc.edu/honors](http://www.lanecc.edu/honors).

Please scan a copy of your signed letter. Email the letter to honors@lanecc.edu with the student applicant's name as the email subject or mail the letter in a sealed envelope with your signature over the seal to:

Elizabeth Pratt

Office of Academic and Student Affairs

Lane Community College

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Eugene, OR 97405