

**Foothill Theatre Conservatory  
Letter of Recommendation Form**

Name of Student Requesting Recommendation: \_\_\_\_\_

Name of Recommending Person: \_\_\_\_\_

Position of Writer: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ waive; \_\_\_\_\_ do not waive my right to confidentiality. I understand that if I waive my right to confidentiality that the writer of this letter will send this recommendation directly to the Foothill Theatre Conservatory and I may not review it. Furthermore, I understand that if I do not waive my right to confidentiality I may, at any time, read what has been written about me.

Signed (applicant) \_\_\_\_\_ Date: \_\_\_\_\_

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Comments of Recommending Person: (or attach separate letter)

Signature of Recommending Person:

Date:

\_\_\_\_\_

\_\_\_\_\_

**To the writer:** Please send this letter, by \_\_\_\_\_, directly to:

**Director, Foothill Theatre Conservatory  
Foothill College Drama Department  
12345 El Monte Rd., Los Altos Hills, CA 94022**

Please write your name over the sealed envelope as proof that you have sealed and sent this letter. If the applicant has not waived confidentiality rights, you may give the letter directly to the applicant to deliver to us. Thank you for helping us with this process.