Sample Permission Letter to Write a Letter of Recommendation

I give permission for Prof. Joseph Lehigh to write a letter of recommendation to:

MTV Studio’s
1 Park Avenue
New York, NY 10001

Prof. Lehigh 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 future.

_________________________________________________________________________
Signature Date

This is an example of a form that school officials (including faculty) can use with students who wish for the school official to write a letter of recommendation that includes non-directory information maintained by the institution (such as grades, GPA, class rank). If any non-directory information is included in a letter of recommendation, the student’s written permission is required. This letter was suggested in 1998 because a student filed a complaint with the Family Policy Compliance Office alleging that 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 has violated FERPA.