



MEMORANDUM

**SUBJECT: LETTER OF CONSENT TO USE EDUCATION RECORD INFORMATION
IN A LETTER OF RECOMMENDATION**

Student's Name _____

Student CWID _____

Professor's Name _____

I authorize Professor _____ to include private information from my education records at Louisiana Tech University (grades, GPA, class standing, observed performance such as speaking and writing capabilities) for the purpose of writing a letter of recommendation to:

Point of Contact

Company or School Name

Address 1

Address 2

City/State/Zip

I waive _____ / do not waive _____ my right to review a copy of this letter.

Student Signature

Date