**FOR A NEW STUDENT APPLICANT**

Greetings [Recommender Name]:

I am writing to ask you to serve as a recommender on my behalf to become a Student Staff Member at the Georgia Institute of Technology. (You may remember me from XYZ).

Below is the link to the recommendation form I need you to complete. Housing and Residence Life will receive over 900 recommendation submissions and have asked you to input my name Last, First as it appears in the GT databases, so please use (insert Last, First) in that field, even though I may go by a different name.

[20-21 SSM Rec](https://gatech.co1.qualtrics.com/jfe/form/SV_0P8weR4z7Ey0G7r)

Your recommendation is due at **11:59 pm on Wednesday, December 4th, 2019**.

Please understand that your completion of this form has a role in my application being considered completed by the Student Staff Selection Committee. If you could please notify me at my official GT email: (insert email here) once the recommendation has been submitted I would appreciate it.

Thanks in advance,

[Insert your name here]