Requirements for a "Letter of Recommendation"

I am prepared to write letters of recommendation, provided you fulfill the following requirements:

1. Current grade-point average of at least 2.5.
2. You have successfully passed one of my lectures/seminars with a final grade of at least 2.0.

If you fulfill the requirements, you may send an e-mail **no later than <u>five weeks before</u> the letter is needed** to chair-of-finance@uni.kn. Your e-mail shall contain the following information/attachments:

1. Current grade transcript.
2. An additional list over courses attended at the Chair of Finance, including grades obtained
3. CV.
4. A file "address.txt" containing solely the e-mail or address the letter of recommendation shall be sent to (formatted the way the address shall appear on the letter)