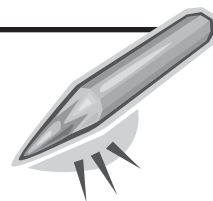


# REQUEST FOR SCHOLARSHIP RECOMMENDATION LETTER



## Form A

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

To: \_\_\_\_\_

From: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

### Concerning: A Request for Scholarship Recommendation Letter

I am applying for different scholarships that require a letter of recommendation. If you would please write a letter of recommendation for me I would appreciate it very much. Please address the letter *"To Whom It May Concern"* and include five copies of the same letter on letterhead. Please return by \_\_\_\_\_

Feel free to write whatever you think is important about me including a description of academic and personal character qualities. Scholarship committees are particularly interested in my intellectual promise, motivation, relative maturity, integrity, independence, originality, initiative, enthusiasm, leadership, and my involvement in community service and extracurricular activities. Please include any information that will help to differentiate me from other students. Thank you very much for your time.

To assist you in the writing of this recommendation letter these documents are attached to this form:

1. Scholarship Essay
2. Résumé/Scholarship Application form
3. Tips for Writing Recommendation Letters
4. Thank you note

Additional Comments: \_\_\_\_\_

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