

## Reference Letter Template

**Must be returned or post marked  
by February 28, 2013**

Scholarship Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Reference,

The above-named credit union member is applying for a college scholarship through Atlanta Postal Credit Union. Please provide your letter of recommendation in the space below or if you prefer, attach a typewritten letter. Your letter should include how you know the applicant, comments on the applicant's personal character, comments on the applicant's scholastic performance (if applicable), what characteristics you consider his/her greatest attributes, and how you would rate the applicant's potential for future personal achievement and why. Your Reference Letter must be returned or postmarked by February 28, 2013. **Late return of your Reference Letter may cause the applicant to be disqualified.** Mail to: **Scholarship Review Panel, Atlanta Postal Credit Union, 400 Tradeport Blvd., Ste. 401, Atlanta, GA 30354.**

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The paper itself is a clean, off-white color.

Your Signature: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

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[illegible]

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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