

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Reference Letter for a Scholarship Applicant – From Employer

Dear :

I am very pleased to be able to write a letter for {Name}. I have been his/her supervisor at Healthy Pets Vet for over three years. {Name} is one of the best employees that I have on my staff. Please allow me to take a moment to tell you about the qualities that make {Name} such a wonderful employee and the prime candidate for the {Name} scholarship. Of course, {Name} is responsible and dependable person, however, there are so many other wonderful things about {Name}. Working at a veterinary is not an easy job, nor is it for the faint of heart. However, since {Name} has been employed here, I have never seen him/her every fall short of giving their best. She/he has shown a wonderful gift of being able to work with every type of animal and their owners. {Name} works well within a team and independently. He/She is a patient learner and listener. I believe { } would be an excellent recipient of the {Name} scholarship. He/She would do much honor to the award.

If you have any questions, please do not hesitate to contact me. I would be more than willing to discuss the wonderful attributes of {Name}.

Sincerely,

N A M E