

COMMUNITY ORGANIZATIONS LETTER OF RECOMMENDATION FORM

Applicant Information

Complete the section below on the computer before submitting to your selected individual. Choose whether you want the letter to be returned to you or someone else, such as a guidance counselor, by checking the appropriate box.

Name (Last, First, Middle): _____

Address: _____

City, State, Zip: _____

Scholarship applying for: _____

Recommendation requested from: _____ Phone: _____

Relationship to you (ie: coach, counselor): _____

Return to: Applicant _____ by Date: _____

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The above named student is applying for a scholarship and is requesting a letter of recommendation from you. This reference of personal character provides the scholarship committee with a more in-depth perspective of the applicant. Please take a few minutes to truly reflect on the applicant and include any information you feel would be beneficial to know.

If you are unable to complete this letter by the deadline, please notify the applicant so that he/she may secure another reference.

When providing a letter of recommendation:

1. Please type your letter on a separate sheet of paper and attach this form.
2. Please incorporate the following topics in your letter:
 - Compare this student to others you have known.
 - Describe the qualities and characteristics you feel set this student apart from others.
 - Describe any special circumstances you feel are relevant.