

RECOMMENDATION LETTER
REQUEST

Student Name _____

Scholarship Name _____

I would like for you to write a recommendation letter for me for the above mentioned scholarship. I have attached my list of activities.

The scholarship is due by _____ and if you could please have the letter of recommendation written and returned to me by _____, I would appreciate it.

Thank you very much for taking time out of your busy schedule.

Sincerely,

***Please give the person at least one week!!!