Request for Teacher/Coach Reference Letter

Date

Person's name

Street address

City State and Zip Code

I am applying for the following scholarship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One of the requirements of this scholarship is to provide a reference/recommendation letter. I have already spoken to you about this and you have graciously agreed to serve as a personal reference.

In order to make your job easier, a list of my activities, honors, awards, leadership positions, and personal characteristics I feel make me a good candidate for success. This information can be located in your tshared drive under Recommendations>2017 graduates folder. You can choose to address one or all of these areas.

Please address the letter to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at this address: You may give the letter to me or Mr. Pedersen in a sealed envelope, or as an open letter. I need to add it to my scholarship packet.

I need the letter by \_\_\_December 1, 2016 \_\_\_.

Thank you.

Your Name

Enclosure