



Request for a Letter of Recommendation

This template can be used as a tool to request a letter from a teacher, employer, counselor, or other mentor. This person CANNOT be related to you. This handout allows you to articulate what your letter of recommendation needs to address. Fill it out and pass it along to the person you want to write your letter, it can also be copied and sent as an email.

Date _____

Dear _____,

I am applying for a College of Eastern Idaho Foundation scholarship to help me achieve my educational goals. I am asking you to write a letter of recommendation for my scholarship application. The scholarship deadline is March 1st and I will need the letter no later than _____.

The letter should include information about my involvement in _____.
(examples: a class, school, extracurricular activity, program, employment, or church)

The scholarship committee is looking for positive characteristics that make me a qualified scholarship recipient, as well as attributes that set me apart from other candidates.

Please include how we know each other in the letter.

The following is a list of a few of my accomplishments to assist you in the writing process.
(examples: leadership positions held, volunteer work, achievements or awards, your strengths or talents, etc.)

1. _____
2. _____
3. _____
4. _____

If you feel you are not able to write this letter please let me know as soon as possible.

I can provide additional information to assist you in writing the letter, such as the scholarship application criteria, school records, and/or an additional "brag sheet".

Please feel free to contact me if you have any questions or if I can be of any assistance. Thank you in advance for your time and effort in helping me achieve my academic goals.

Sincerely,

Your name (Signature): _____

Phone Number: _____

E-mail: _____