

SAMPLE

COLLEGE/SCHOLARSHIP RECOMMENDATION REQUEST

Student Name Sally Student Phone# 419-555-3078

Reason for Recommendation: (check all that may apply to this one request)

college admission

Name of College: _____

scholarship

Name of Scholarship: Galion Community Foundation

other

Description: Top 50% of class; school involvement

Deadline: April 5 (STUDENTS: Make this about 5 days before actual deadline)

Return Recommendation To: GHS Guidance or to student in sealed envelope with recommender's signature over flap.
(If the recommendation is to be mailed directly somewhere, student should provide recommender with an addressed, stamped envelope.)

Cumulative GPA 3.76

Class Rank 7/130 Student Activity Sheet Attached

Name of person completing the recommendation Mr. Joe Teacher

Dear Recommender,

Thank you for writing this recommendation. Please view this as an honor and an important responsibility. Note the deadline & where to return the recommendation. Failure to meet these requirements will more than likely eliminate the student from competition, especially if this is for a scholarship. Thank you for your prompt response to this recommendation and for your valuable assistance.

Sample Envelope to attach to recommendation request

- student should give prepared envelope to recommender
- recommender may give back to student with his/her signature over the sealed flap on back -
- OR-
- recommender may submit directly so that it's received by deadline.

- (name of student → SALLY STUDENT
- (name of scholarship → GALION COMMUNITY FOUNDATION
- (name of recommender → RECOMMENDATION FROM JOE TEACHER

STUDENT SHOULD ATTACH THESE 2 ITEMS TOGETHER + GIVE TO RECOMMENDER WELL BEFORE (AT LEAST A WEEK) THE DEADLINE WRITTEN ABOVE ON THE PINK SHEET ABOVE.