

Scholarship Recommendation Letters

Recommendation Request: When requesting a recommendation letter for a scholarship, select someone who has worked closely with you and who understands the award for which you are applying. Be sure to leave ample time for your reference to write the letter and send it in by the deadline. **Give no less than three weeks' notice.**

Provide your reference with all the information they need to write the letter:

- Remind them of the contact you have had with them (the specific class, extracurricular activities, etc.).
- Let them know what the scholarship committee is looking for and how you fulfill those requirements, so that they know what to emphasize in the letter.
- Provide your contact information.
- Make sure they are aware of the deadline date.
- Include transcripts, portfolios, resumes or any other information you have that will help your reference write a strong letter.
- Don't forget to thank your reference.

Example: Recommendation Request

[Date]

Professor Susan Kelly
4632 Donaghey Ave.
Los Angeles, CA 90088

Dear Professor Kelly,

I am applying for the Shakespeare Scholarship and would like to request a letter of recommendation from you on my behalf. I was in your British Literature class last semester, and I really appreciated the time and assistance you offered all your students and me. My writing skills improved dramatically and I gained a better understanding of British literature. I have since taken what I learned in your class and applied it to my work as a volunteer at Local School District 34. After graduation, I hope to pursue a career in English Secondary Education to encourage an appreciation for literature. The Shakespeare Scholarship is for students who are interested in English education, have academic achievement and have worked with the community. Please focus on these areas when composing the letter. You can find a more detailed description of my extracurricular activities and goals in the attached resume.

I would appreciate it if you would send the attached evaluation form and your letter of recommendation in the enclosed stamped self-addressed envelope by [four weeks from the letter's date]. Thank you very much for your help in this application process.

Sincerely,

Susie Brown