

Request for 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 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, I have provided a list of my activities, honors, awards, leadership positions, and personal characteristics that I feel make me a good candidate for success. You can choose to address one or all of these areas.

Please address the letter to _____ at this address
_____.

I need the letter by _____.

Thank you.

Your Name

Enclosure