

Month 00, 2017

Re: Letter of Recommendation

Name Recipient of Request

Address

City, State Zip Code

Dear Recipient of Request,

Attached is my scholarship application to (name of scholarship). I am preparing my package which must be postmarked by Month 00, 2017. Please (include any necessary instructions as indicated on the application). I will also need an official transcript to accompany this application. Please include an official transcript for the most current semester. I would prefer to have this back on or before Month 00, 2017.

Please notify me of any questions, concerns or instructions as soon as possible.

Sincerely,

Student's Full Name

Phone number

Enclosure (1) (should be an academic resumé)