**Asking for Letters of Recommendation**

Scholarships and College admission applications usually require two or three letters of recommendation. Ask people who know your strengths to write your letters.

Here are a few tips for getting letters:

1. Ask early
2. Ask several people
   1. Teachers and school faculty
   2. Employers
   3. Community Members who have knowledge of volunteer work or other activities where you were involved.
   4. Do not have family members write letters
   5. Ask people who have worked closely with you and make sure they understand the award you are applying for
   6. You can ask the person to write a generic letter of recommendation
3. Ask in writing and include a student information sheet or student resume
4. Ask for numerous copies
5. Include a deadline, allowing several weeks to complete the letter
6. If the letter must be sent directly to the school or scholarship committee, include a self-addressed envelope.
7. Send thank you notes to everyone who provided a recommendation.

**SAMPLE LETTER REQUESTING A RECOMMENDATION**

[Date]

Professor William Kelly  
4632 Doheny Ave.  
Los Angeles, CA 90036

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 me and all your students. 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,

Steven Miller  
456 Maple Road  
New York, NY 10016

**SAMPLE THANK YOU LETTER**

[Date]

Ms. Jane Doe  
Awareness Scholarship Foundation  
652 W. 30th Street  
Chicago, IL 60657

Dear Ms. Doe,

Thank you for selecting me as the recipient of the Awareness Foundation’s College Scholarship. Please extend my thanks to the entire scholarship committee and all those connected with the selection process. I am proud and honored that I have been chosen as a Foundation Scholar. I am also very grateful to your organization for providing me with an opportunity to achieve my educational goals and continue my studies in urban planning.

Should you need to contact me, please feel free to call me at (312) 555-8989, email me at sample@address.com or write me at the address below. Thank you again for your generosity.

Sincerely,

Chris Diehl  
3820 Lakeview Rd.  
Denver, CO 80202