

# Letter of Recommendation/Reference Information Form

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date Required: \_\_\_\_\_

Please complete the following form so that your letter of recommendation/reference can be created accurately.

Please attach a copy of your current resume and authorization for release of information (if applicable) to this form.

What are you applying for?

- Scholarship/Grant
- Award
- Job
- Other: \_\_\_\_\_

Is there a form that must be completed?

- Yes
- No

*If 'Yes' please include that form with this one.*

Name of addressee: \_\_\_\_\_

Position of addressee: \_\_\_\_\_

Address the letter must be addressed to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe what you are applying for:

*(i.e. A \$500 scholarship for leaders in good academic standing that display and ability to be creative, program, and work well with children.)*

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Please list any specific items you wish to have mentioned about you:

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Other notes:

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