

REQUEST FOR LETTER OF REFERENCE

Please give a minimum of **TWO WEEK'S** notice

Dear _____,

1. I would greatly appreciate a letter of reference from you in support of my application for *(list scholarship/award/bursary name)* :

2. The Criteria for this scholarship/award/bursary is:

3. Attached are – **scholarship information sheet**
– **my resume**
– **a copy of my transcript**

4. Could you please include the following points about me:

(a) _____

(b) _____

(c) _____

(d) _____

(e) _____

5. Could you please return the reference letter to _____
(*me/university/organization/Ms.Morabito*) by _____.

Sincerely,
