

ABC

ABC Nonprofit Corporation  
123 Main Avenue  
Greenfield, IN 46140  
317-462-0000

**Comment:** Letters of Recommendation MUST be on official letterhead to be considered

Letter of Recommendation  
<Name of Student>  
<Scholarship Title #1>  
<Scholarship Title #2> (if applicable), etc.

**Comment:** Be sure all letters are labeled clearly so there is no question about the student and the scholarship(s) to which the letter pertains

<Date>

To Whom It May Concern:

<Introductory paragraph should state how person writing the letter knows the applicant including how long they have known applicant and to what extent>

<Second paragraph should highlight how person writing the letter sees applicant as a good candidate for said scholarship>

<Additional paragraphs should explain any additional information that the writer feels the selection committee should know about the applicant>

Sincerely,

Jane Doe

**Comment:** Letters MUST have an original signature to be considered

<Name of person writing the letter>  
<Title of person writing the letter>