

Dear _____ :

We would be glad to write you a letter of recommendation/reference. Please provide as much of the following information as possible. This will greatly assist us in writing your letter.

1. Your full name (how it is on your application):
2. To whom is this letter to be addressed:
Name of college, foundation, charity, scholarship, etc.
Address (if needed)
City, St & Zip
3. What is the purpose of this letter:
Scholarship, grant, letter of recommendation, reference, etc.
4. What needs to be accomplished by this letter:
5. What qualifications need to be included in the letter:
(Ex - volunteer hours, description of what you do, personal traits, etc.)
6. Any other pertinent information about you:
(Ex - your future plans, how your volunteering ties in with your major, etc.)
7. Who needs to sign this letter:
(Dept. Director, Church staff, the Pastor)

Once you return this form to the church office, please allow one week for the completion of your letter. Please write legibly or type in the information. If necessary, you may continue on the back of this form.

Thank you