



How to Ask for a Scholarship Letter of Recommendation

Asking for a Letter of Recommendation

Read the scholarship application to determine the correct person to ask for a Letter of Recommendation. A Recommender should be someone who knows you personally and can speak about your academics, ethics, or accomplishments. When you identify the Recommender, contact them and schedule a time to meet and discuss the scholarship criteria. Be sure to make your request **three to four weeks before** you need to submit the scholarship application.

Prior to



SCHOLARSHIP LETTER OF RECOMMENDATION STUDENT CHECKLIST

SCHOLARSHIP NAME: _____ DEADLINE DATE: _____

NAME OF RECOMMENDER: _____

RECOMMENDER E-MAIL: _____ PHONE # (_____) _____

STUDENT CHECKLIST:

_____ Is the person you are asking to write a recommendation letter someone who can speak
___ about your academic merit, accomplishments, or a hardship you had to overcome?