

Rick Reck Memorial Scholarship

First, Last Name of the Scholarship applicant

Date

Dear Scholarship Selection Committee:

My name is (full name) and I am submitting this letter of recommendation on behalf of (Name of scholarship applicant and your relationship to the to the applicant). Use the framework of the sample paragraphs below testifying to your knowledge of the applicant

(Use this paragraph to tell your reader basic information about the applicant and why you feel they are deserving of the receiving the scholarship.

During the applicants high school years . . .

(Use this paragraph to tell the reader about some of the classes the applicant has taken and your extra-curricular clubs, sports, and activities. Mention your hobbies, outside interests and any job or volunteer experience that you may have. You may want to mention any valuable experience you have gained from a particular volunteer effort.)

After the applicant graduates from high school they plan to . . .

(Use this paragraph to tell the reader about your knowledge of the applicants plans for the future, as they apply to the scholarship. Most importantly, describe why they need the scholarship money. How will this scholarship help them? Have you received other scholarship funds already?)

Sincerely,

(Sign your name)

Print Name