
Date

Applicant's Name

Address

Dear

I've applied to the Lower Merion Township Scholarship Fund and have need of a reference. I would appreciate your answering the questions on the next page as fully and frankly as possible, and returning it in the enclosed envelope. Your comments will be held in strict confidence and will only be made available to the members of the Selection Committee who make the actual selections.

If you would rather E-Mail, the address is: lmtsf@lmsd.org

The reference is requested as soon as possible and no later than March 30, 2008.

For teachers, if you are doing a letter for a College or a University, a copy of that is acceptable.

I appreciate your help with this.

Sincerely,

Name of Reference

Date

Address

Members of the Selection Committee,

This reference is for: _____, who has requested I provide the following information as part of the Lower Merion Township Scholarship Fund application.

1. How long have you known the applicant?

2. What is your occupation and connection to the applicant?

3. What would be your evaluation of the applicant's character, ability to get along with others and future potential? (Please use the reverse side if necessary).

4. What in your opinion are his/her most significant talents?

5. His / her most significant limitations?

Your Signature