



Jackson

community foundation

SCHOLARSHIP LETTER OF REFERENCE FORM

Student: Letters from family members will not be accepted. One letter may be from a school related person. Complete this section and give it to an individual who will provide you a letter of reference. Allow them ample time to complete this form, author a letter, and return to you for submission with your complete application package.

Name of Applicant: _____

List the Jackson Community Foundation Scholarships for which you have applied:

1. _____
2. _____
3. _____
4. _____
5. _____

The person named above is applying for a scholarship and has asked you to provide information that will be helpful when a designated committee of The Jackson Community Foundation reviews his/her application. The information you furnish is very important to us and will be considered confidential. For more information about each scholarship fund visit: www.jacksoncf.org

1. **What is your relationship to the applicant?**
 Academic Personal Employer Other (specify) _____
2. **I know this applicant:**
 Extremely Well Very Well Moderately Well Not Well At All
3. **Do you believe this applicant has the ability and determination to complete his/her educational objectives?**
 Yes No Unknown
4. **Please respond to the following question in the format provided below:**
Describe why you recommend this student for scholarship assistance illustrating the qualities and characteristics that set this applicant apart from others.
 - Standard Business Letter Format
 - One Page Only
 - Addressed to the Scholarship Selection Committee c/o The Jackson Community Foundation; One Jackson Square Suite 308; Jackson, MI 49201

Instructions for returning the completed letter and this form to the student:

- Ensure that you have answered each question on this page
- Attach your separate response to question four
- Place both documents in a sealed envelope, sign your name over the seal, and return to the student

Note: The student is responsible for submitting the complete scholarship package to the Foundation by the deadline

If you have any questions about the recommendation process please call (517) 787-1321; visit our web site at www.jacksoncf.org; or email jmaino@jacksoncf.org.