



Waukesha County 4-H Leaders Association, Inc.

Waukesha County Administration Center
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REQUEST FOR LETTER OF RECOMMENDATION

From _____ Student and 4-H member.

Dear High School teacher,

You are being asked, as a past or present high school teacher of this 4-H member, to write a letter of recommendation. This recommendation will be used to help determine if he or she is worthy to receive one of our higher education scholarships.

We would like you to address this student's scholastic abilities, personal character, attitude, leadership skills, and any other area you may feel important. Our process uses a number of reviewers to evaluate the applications.

Since our evaluators don't want to be swayed by any personal knowledge that they may have of the member whose form is being judged, the applicant's basic information will only appear on a cover sheet. Before the scholarship form is given to the evaluators, the cover sheet, with all the personal information it contains, will be removed. To help with this we ask that you would kindly ask that you refer to the students name only at the top of your recommendation. This will make it easier to block out the name on the copies for the evaluators.

Please give your letter to the student and they will deliver it, along with five copies, to us.

Thank you for your help.

Sincerely,

Awards – Scholarship Committee