



LETTER OF RECOMMENDATION INSTRUCTIONS

SCHOLARSHIP APPLICANT: Provide a copy of this information sheet to anyone who is writing a letter of recommendation on your behalf. Use academic advisers, teachers and professors. Employers may be used if the work is related to your artistic talent. Do not use family or friends.

INSTRUCTIONS FOR LETTERS OF RECOMMENDATION

Please return the letter of recommendation in a sealed envelope.

When writing this letter, please provide the student's name, and focus on the following: artistic talent, character, and academic achievement.

Your personal comment on the individual is also desired. This recommendation is *critical* to the committee in evaluating this applicant. Please use the official letterhead of your organization or school. If not able to provide official letterhead, please include your contact information.