

LETTERS OF RECOMMENDATION

APPLICANT: _____

Applicant: Please write your name in the space above and give a copy of these instructions to each advisor/instructor or other contact from whom you have requested a letter of recommendation. Explain the focus of the scholarship for which you are applying and the deadline. **Please collect all letters of recommendation and include them unopened with your scholarship application.** Applications without all required documents will be considered incomplete and will not be considered for award.

Evaluator: In a one page letter, please address the Foundation Scholarship Committee and include the name of the scholarship applicant in your letter. Place the letter of recommendation in a sealed envelope and sign your name across the seal. We recommend placing clear tape over your signature. **Give your letter of recommendation to the student for inclusion in his/her scholarship application packet.**

The information included in letters of recommendation is confidential and for The Foundation Scholarship Committee's use in scoring applicants only.

Please provide specific information about the student as applicable such as:

- a) the period of time and the capacity in which you have known the applicant
- b) how the student ranks in the class, by percentile
- c) on what level he/she participates or demonstrates other expression of interest in the subject matter
- d) how he/she compares academically to prior year students in your class, etc.
- e) why you think this applicant should receive this scholarship

If you wish to review detail about our scholarship program and criteria, visit washingtonwinefoundation.org.

Thank you for your assistance.

Sincerely,

Casey McClellan, Chair

On behalf of the Washington Wine Industry Foundation Scholarship Committee