

LETTERS OF RECOMMENDATION

Applicant: The letter of recommendation should provide the Scholarship Committee with insight into your character, values, and unique attributes. **Two (2) letters are required.** Please request letters from people who know you well and can add to what we've learned about you through your application. Examples of appropriate letter writers are teachers, mentors, volunteer supervisors, employers, etc. It is your responsibility to make sure we have received your letters of recommendation.

Each letter must include:

- 1) Letter must include date written
- 2) Address the Foundation Scholarship Committee
- 3) Name of the scholarship applicant
- 4) Applicant's affiliation with you (teacher, advisor, employer, etc)
- 5) Letters must be signed by the writer

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

**E-mail your letter of recommendation to Rachel Burgoon
(rachel@washingtonwinefoundation.org).**

Letters can also be mailed directly to:

Washington Wine Industry Foundation
PO BOX 716
Cashmere, WA 98815

*Letters must be sent via email or postal mail to the Foundation by May 31, 2021. If letters are mailed, they still must be received by May 31, 2021. Emailed letters must come directly from the writer.

Thank you for your assistance.

Sincerely,

Rachel Burgoon

On behalf of the Washington Wine Industry Foundation Scholarship Committee