

## Scholarship/Other Recommendation Request

1. Ask your recommender in person if they would be willing to write you a letter of recommendation.

Things to consider before asking for a letter:

- a. **Does the scholarship require a letter of recommendation?**
  - b. **How well does this recommender know you?** Bonus if they teach a subject related to your potential major or if it was a rigorous course.
  - c. **When do you need your letter of recommendation?** (Your recommender will need at least 2-3 weeks to write a good letter).
2. **Complete** the [Letter of Recommendation Student Information Sheet](#) and **share** with your recommender. **Identify** how the scholarship organization wants your letter of recommendation sent (mail, email, uploading it on a link, etc) and **communicate** this process with your recommender.
  3. Thank your recommender. This can be done by email or a handwritten note.