Scholarship/Other Recommendation Request

 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.