

*\*\*For each BHS Local Scholarship, you will need a letter of recommendation from an adult. Feel free to copy and use the sample prompt below when requesting this from a staff member or supervisor:*

Dear [Insert Name],

I am applying for a local scholarship and was wondering if you would be willing to provide a letter of recommendation for me. All letters of recommendation for the local scholarships need to be submitted by a staff member/supervisor via a Google Form on the BHS Local Scholarships webpage: <https://www.bayk12.org/o/bhs/page/local-scholarships> (click the button that says **Staff/Employer Recommendation**).

Applications and letters of recommendation are due on **[insert this year's due date]**. Thank you in advance for your consideration of helping me with my application!

Sincerely,