



Presented by: **Hispanic Heritage** FOUNDATION

LETTER OF RECOMMENDATION REQUEST FORM - 2019

Student Information

Complete this section to turn into your letter writer.			
APPLICANT INFORMATION:			
Student Name	_____	_____	_____
	Last	First	MI
	Expected Graduation Year _____		

Instructions for the Letter of Recommendation writer

You have been asked to write a letter of recommendation for a student who is applying for an educational grant from the Hispanic Heritage Foundation's Youth Awards. The information you provide is very important and will be considered confidential. Please be mindful of the due date that the student has provided.

Things to consider:

- What is your relationship to the applicant?
- How well do you know the applicant?
- Do you believe the applicant has the ability/determination to complete his/her educational objectives?
- Describe why you recommend this student for scholarship assistance illustrating the qualities and characteristics that set this applicant apart from others

We require that all applications are submitted online by you or the student applicant on our application website.

Application Due Date: Tuesday, October 15th, 2019

Instructions for the student

1. Print this document and provide a copy to your letter writer.
2. Provide your Youth Award ID at the top of the first page of this document.
3. Please make sure that your letter of recommendation contains your Youth Award ID.

Notes: Doing everything you can to ensure you have a good letter of recommendation is your responsibility. Here are a few things you should consider:

Plan ahead. After you identify someone to write you a letter of recommendation, give them the professional courtesy of at least a few weeks to write you a good letter of recommendation. Expecting them to turn around a letter in a few days isn't fair to them – or you.

Let them know you. If you have chosen carefully, it should be easier for the person writing the letter to customize it to you. But it never hurts to provide them with a copy of the scholarship application and a list of your activities. Be sure to let them know if you want them to highlight a specific aspect about you.