

Marshall Community Foundation Recommendation Form

To the applicant:

Please fill in your name, address and the name of the individual submitting a recommendation letter on your behalf. Then, give this form to your reference when requesting the recommendation letter.

REMEMBER...Recommendation letter(s) must accompany your scholarship application.

Name: _____
(LAST) (FIRST) (MIDDLE)

Address: _____

Phone: _____

Name of person submitting recommendation letter: _____

To the person completing the recommendation letter:

The student named above is applying for a scholarship administered by the Marshall Community Foundation and has asked you to provide any information you feel would be helpful in reviewing his/her application. **It is the student's responsibility to retrieve this form with your letter and submit by the scholarship deadline.** If you are unable to complete this form and the recommendation letter by the deadline please notify the student so that he/she may secure another reference.

Please review the guidelines below before writing your recommendation letter:

1. Write your recommendation letter on a plain sheet of paper, include the students name and your name and address somewhere on the page, and attach it to this form.
2. Please incorporate the following in your recommendation letter:
 - A. Your relationship with the student and how well you know them.
 - B. Description of the student's qualities/characteristics that you feel set them apart from the rest.
 - C. Any other information you feel is important and would like to share about this student.

If you have any questions, contact the Foundation at:

**Marshall Community Foundation
614 Homer Road
Marshall, MI 49068
Phone-269.781.2273 Fax-269.781.9747
Email- info@marshallcf.org**