

Reference Letter Template

Fill out this template as a guide for your reference. This will help them write the appropriate info.

Date Requested: _____ Date Needed: _____

Name: _____

Address: _____

Phone #: _____ Email: _____

Purpose of Reference Letter (Scholarship/Bursary/Employment/Other: _____

Name of Award or Position applied for: _____

Name of individual applied to: _____

Personal Qualities:

Academic Standing:

School Involvement (teams, clubs, etc.):

Community Involvement:

Leadership Qualities:
