

# David and Mary Hjorth Family Endowment Fund

## Instructions for Letter of Recommendation

Name of Applicant: \_\_\_\_\_

This student is applying for a scholarship through the **David and Mary Hjorth Family Endowment Fund**. Please respond to questions 1 and 2 as objectively and accurately as possible in your recommendation letter. Your recommendation will be kept confidential.

Attach your recommendation letter on a separate sheet of paper and give the completed recommendation to the student and have them turn it in with their application.

The completed recommendation must be received no later than **April 5, 2021** to **dshackelford@iegives.org** for the application to be considered. Please include answers to question #'s 1 and 2 in your recommendation letter:

1. How long and in what capacity have you known the applicant?
2. What is your assessment of the student's potential and motivation to succeed?

Your Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_