



PERSONAL LETTER OF RECOMMENDATION

INSTRUCTIONS

- Letter of Recommendation should be completed by someone other than a relative.
- This letter should be no more than one (1) page in length.
- Return this sheet and the letter in a sealed envelope to the applicant, who must enclose it in his/her application package.

Name of Applicant: _____

Your Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Alternate Telephone: _____

Email: _____

Relationship to the Applicant: _____

I have known the applicant for (specify years/months): _____ years _____ months

Please discuss the following: (Use a separate sheet of paper if necessary)

- a) Describe your relationship with the applicant.
- b) Describe why you feel the applicant would benefit from the Learning Academy.
- c) Describe the applicant's desire to learn, using examples from your relationship.