



Burnaby Mountain Request for Letter of Reference

Dear _____,

I would greatly appreciate a letter of reference from you in support of my application for *(list scholarship/award name)* _____.

The criteria for this award is:

Could you please include the following about me: _____

Attached are:

1. scholarship information sheet
2. my resume
3. a copy of my transcript

Could you please return the reference letter to *(me, Ms. Belyea, university or organization)*

_____ by the following date, _____.

Sincerely,
