



# 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.