



Letter of Recommendation Form & Instructions

To Applicant: Please fill in the "Student's Name" and "Scholarship Program Name" fields below, then give this form to your Evaluator. Remember - parents, immediate family members and school counselors are not eligible to write the evaluation. After you receive the completed letter of recommendation in a sealed envelope from your evaluator, please mail to Tulsa Community Foundation using the address below. **Your letter must be postmarked no later than the application deadline.** Please refer to the scholarship application for your specific deadline. **An evaluation received with a broken seal will be rejected.**

Tulsa Community Foundation
Attn: Scholarships
7030 S. Yale, Ste. 600
Tulsa, OK 74136

To Evaluator: The applicant named below is applying for a scholarship with Tulsa Community Foundation. Your evaluation is needed as part of the application process. The student has authorized you to release any information you feel would be helpful in reviewing his/her application. Your cooperation in providing this information is important to the selection of award recipients.

Please make a statement describing the applicant's character, school and community leadership abilities, potential to succeed, and evidence of the student's strengths and weaknesses, not to exceed one page in length. We ask this Letter of Recommendation be computer-prepared or hand printed.

Please return this form and letter of recommendation to the student in a sealed envelope with your signature across the seal. An evaluation received with a broken seal will be rejected.

I am writing this evaluation on behalf of:

Student's Name: _____

Scholarship Program Name: _____

Evaluator's Name: _____

Relationship to Applicant: _____

How long have you known applicant? _____

Phone: _____

Address: _____

City/State/Zip: _____

Signature: _____ Date: _____