



Letter of Recommendation Request

Educational Employees Credit Union Student Grant Program

The requirements for the EECU Student Grant Program recommendation letter are listed below. Your detailed assessment of the applicant's strengths and accomplishments is an important component of their grant application and will help the reading committee learn more about the applicant.

Please save the recommendation letter in PDF format and provide it to the applicant as soon as possible. The applicant must submit the letter online with their grant application by **December 4, 2026**. **Do not mail the letter separately to EECU.**

Letter of Recommendation Requirements

Please include the following information in your letter of recommendation.

- **Applicant Information:**

Name of applicant

How long you have known the applicant

How you know the applicant (e.g. applicant's teacher, counselor, employer, etc.)

- **Please ensure that your letter answers the following three questions about the applicant:**

What are the applicant's greatest strengths?

Do you believe the applicant has the potential to achieve his/her educational/career goals relative to his/her strengths?

Do the applicant's qualifications, personal characteristics and strengths relate to his/her educational/career goals?

- **Include your contact information in the letter:**

Name

Business name and address

Message phone