



## Letter of Recommendation Request

### Educational Employees Credit Union Student Grant Program

Your detailed evaluation of the Student Grant Program applicant will assist EECU in its selection of the grant recipients. The requirements for the recommendation letter are listed below.

Please return the letter of recommendation to the applicant as soon as possible; **the letter must be in PDF format**. The applicant must submit the letter with their grant application to EECU by **December 2, 2022**. **Do not mail the letter separately to EECU.**

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### 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