

**CONTRA COSTA ASSOCIATION OF REALTORS SCHOLARSHIP FOUNDATION (CCARSF)
ACADEMIC SCHOLARSHIPS**

Letter of Recommendation Instructions

** Note: Applicant should copy this page and distribute it to their three respective references for letters of recommendation.*

The Contra Costa Association of Realtors Scholarship Foundation Trustees appreciate your willingness to provide information to assist us in evaluating the applicant's potential for success. The applicant is required to submit three (3) letters of recommendation. All letters are to be:

- On official letterhead
- Addressed to the Contra Costa Association of Realtors Scholarship Foundation
- Signed and dated

Please return your letter of recommendation to the applicant and include the following information in your letter, as applicable:

- Name of applicant
- How long and under what circumstances you are familiar with the applicant's character and abilities
- Applicant's academic, extra-curricular, work achievements and/or contributions to the community
- Any hardships of which you are aware that the applicant has had to overcome to achieve success
- Applicant's demonstrated leadership and initiative in pursuing academic and career goals, along with potential for future success

If your school/organization's policy does not permit the letters to be given to the applicant, you may email the letter of recommendation directly to us at ccarsfcontact@gmail.com Please type the student's first and last name in your email's subject line.

According to the Family Educational Rights and Privacy Act of 1974, the applicant for whom your letter is written has the right to review and inspect the contents of their file, including the letter of recommendation. We carefully handle and consider all letters of recommendation.

Print Your Name: _____ Date: _____

Title: _____ Organization: _____ Phone: _____

Address: _____ City/State/Zip _____

NOTE:

All submitted documents become the property of the Contra Costa Association of Realtors Scholarship Foundation. Documents will not be returned.