SCHOLARSHIP LOR

Jordan Example
Program coordinator
Example Program
10 Example Street, Albany, NY
jordan@example.invalid

November 5, 2026

Selection Committee
Example Scholarship Committee

Re: Recommendation of Alex Example for the community service scholarship

Dear Members of the Selection Committee:

I provide this factual reference concerning **Alex Example** in connection with the community service scholarship. I do not offer a recommendation through this reference.

I. My Relationship to the Candidate

I have known Alex Example for six months. My relationship to the candidate is program coordinator. I reviewed the project notes and attended two sessions alongside the candidate.

II. Alignment with Selection Criteria

I can confirm attendance at the two sessions I observed. I have not assessed performance outside those sessions.

III. Specific Examples

Alex prepared an event checklist during the October session. I did not supervise other projects.

IV. Information Relevant to This Award

My statement is limited to the described sessions. Other qualifications have not been assessed.

Qualifications and limitations stated by the writer: The candidate needs additional supervised practice before independent responsibility.

This reference is limited to the information stated above and does not recommend a selection or appointment.

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Please contact me at jordan@example.invalid with questions about this reference.

Sincerely,

Jordan Example

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Jordan Example
Program coordinator
Example Program

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