



**LETTER OF RECOMMENDATION**

Dear Professor:

I need your assistance. I wish to be considered for a scholarship offered to employees and dependents of employees in the promotional products industry. The Promotional Products Education Foundation Chairman’s Scholarship is awarded to students entering their junior year of college, majoring in a field related to promotional products and expressing a clear intent to enter the field of promotional products as a career.

Part of the application process requires that I obtain a written Letter of Recommendation from an instructor knowledgeable about my academic ability and performance. I hope you will be willing to write such a letter on my behalf. All Letters of Recommendation must be in the hands of the scholarship committee by March 15.

Your Letter of Recommendation should be sent to:

Promotional Products Education Foundation  
Scholarship Administrator  
3125 Skyway Circle North  
Irving, TX 75038-3526

Thank you in advance for your help.

Scholarship Candidate’s Name (printed) \_\_\_\_\_

Signature of scholarship candidate \_\_\_\_\_

Date of request \_\_\_\_\_