

Instructions for Letters of Recommendation

The Community Foundation for Southeast Michigan manages over 20 scholarship funds through an online system. Each student needs to only submit one application to be considered for all of our funds. The scholarships range in size from \$250 to \$7,500 annually.

You are receiving this document because your student is requesting a letter of support from you. As part of the application process each student needs to obtain two recommendations.

A letter needs to be written and provided directly to the student to upload with their application, which is **due on March 15**.

Please note that the Foundation asks all recommenders to write a letter that addresses the following questions:

- The first and last name of the applicant.
- How do you know the applicant? What high school or college were they attending when you knew them?
- Make a statement describing the applicant's character, school and community leadership abilities, ambition to succeed, evidence of present and future citizenship, and academic caliber and success.
- Please note your name, title and/or affiliation to the application on the letter.
- Please provide a phone number or email address where you can be contacted if the Foundation staff has any further questions.

The letter can be addressed simply to:

Scholarship Applications
Community Foundation for Southeast Michigan

Students will upload the letter with their online application, unless you prefer to send the letter in confidence. If that is the case, please alert the applicant so that s/he can make note in her/his application, and we will watch for it to come in separately. If you are the student's guidance counselor, note that the student will also need an official transcript sent by the school to be considered for any scholarships.

Official transcripts and confidential letters of recommendation can be sent to scholarships@cfsem.org if you can send transcripts electronically or to the following address:

Community Foundation for Southeast Michigan
ATTN: Scholarship Applications
333 W. Fort St., Suite 2010
Detroit, Michigan 48226

If you have any questions, please contact the Community Foundation for Southeast Michigan by sending us an email to scholarships@cfsem.org or call us at 313.961.6675.