



Business Education Technology Academy

510 S. Sugar Rd, Edinburg, TX 78539

(956) 383-1684 fax (956) 383-8544

Date _____

Dear Mr./Mrs. _____,

I am applying for admissions and/or scholarships that require a letter of recommendation. If you would please write a letter of recommendation for me, I would appreciate it very much. Please address the letter "To Whom It May Concern." I will need ____ copies in a sealed envelope with your signature across the seal.

Feel free to write whatever you think is important about me, including a description of academic and personal character qualities. Scholarship/Admission committees are particularly interested in my intellectual promise, motivation, maturity, integrity, independence, originality, initiative enthusiasm, and leadership. They also like to hear about my involvement in community service and extracurricular activities. Please include any information that will help to differentiate me from other students. Thank you very much for your time.

Thank you for your time and consideration,