

# Pope Valley Scholarship Fund

a nonprofit corporation

Box 23, Pope Valley, CA 94567

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## **Memo to Letter of Recommendation Writers**

**Subject:** Submission Instructions for Letters of Recommendation – Pope Valley Scholarship Fund

Thank you for agreeing to write a letter of recommendation for

**Applicant's Name**

in support of their application to the Pope Valley Scholarship Fund. Your candid and thoughtful assessment will play a key role in helping us evaluate their qualifications.

To ensure the integrity of the process, we kindly ask that:

- You do not share the letter with the student.
- Your letter provides a fair, balanced, and honest evaluation of the student's strengths and areas for growth.
- You include any personal details you know about the student that would help us better understand them, both academically and personally.

### **Instructions for Submitting Recommendation:**

Please email a scanned, signed copy of your letter (preferably on official institutional stationery) to [popevalleyscholarshipfund@gmail.com](mailto:popevalleyscholarshipfund@gmail.com) with the subject line, "Letter of Recommendation for [Applicant's Name]." If you have any questions or need assistance, feel free to contact Susan Eakle at (707) 339-0967 or [popevalleyscholarshipfund@gmail.com](mailto:popevalleyscholarshipfund@gmail.com).

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