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**JORDAN COOPER**

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**211 Westover Ln, Anytown, USA 12345**

Dear Ms. Thompson:

A scholarship for which I am applying requires a letter of recommendation. Would you be willing to write one for me?

The Beren Foundation bases selection for its award on academic merit. It asks for a letter from someone who knows me well enough to say why I deserve this scholarship.

I've included an updated resume with this letter that shows I've made the honor roll for six successive semesters and have achieved a GPA of 3.56/4.00. It also includes my participation in Scholastic Bowl. If you recall, you served as faculty sponsor during the years I participated.

You can address the letter as shown below, but please return it to me. I must compile all the application materials in one packet before forwarding them on.

Scholarship Committee  
The Beren Foundation  
3380 South Columbine  
Englewood, CO 80113

My goal is to have this letter in hand by February 2 to complete my application packet.

Thank-you in advance for your help.

Sincerely,

*Jordan Cooper*

Jordan Cooper