

Stella Smith

1234 Any Street
Any Town, USA 12345

January 28, 2017

Ms. Patricia Thompson
Beta Kappa Epsilon Chapter 444
100 Any Street
Any Town, Any State USA 12345

Dear Ms. Thompson,

I am writing in follow up to our phone call Tuesday, January 27.

As you know, I am applying for a scholarship sponsored by Beta Kappa Epsilon that requires a letter of recommendation from a local chapter. Chapter 444 is the closest chapter to my residence. Ms. Deanna Browne, Beta Kappa Epsilon coordinator for the state, suggested that I contact you for help in meeting this requirement.

I am a high school senior set to graduate from Lincoln High School this May. I am interested in pursuing studies in education, specifically guidance counseling. I have enclosed introductory materials to acquaint you and your colleagues with my activities throughout high school, hoping that Chapter 444 may recommend me for this award. These items include:

- a brief description of my educational and professional goals,
- a summary of my community service and volunteer activities,
- a summary of my extracurricular activities, and
- three letters of recommendation.

Thank-you for allowing me the opportunity to introduce myself to you.

Sincerely,

Stella Smith

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