Dear Letter of Recommendation Writer:

Thank you for agreeing to provide me with a letter of recommendation. I am applying for the **Truman Scholarship**, a prestigious scholarship for graduate school. Below are details for the letter. Please fill out the attached cover letter form and email with your letter.

**About the Truman Scholarship:** The Truman Scholarship is a nationally competitive award for juniors planning to pursue a career in public service and committed to being change agents. The Truman Scholarship funds graduate school. Website: <https://www.truman.gov/>

**Personal Information:**

**Student name:**

**MSU e-mail address:**

**Undergraduate major/minor:**

**GPA:**

**How the letter writer knows you (course, research mentor etc.):**

**Graduate study research focus:**

**Graduate study plan (graduate program and institution):**

**Future career goal:**

**Points to Address in Letter:**

* Please see guidance on the Truman website: <https://www.truman.gov/apply/advice-guidance/letters-recommendation>
* There are three types of recommendations: leadership, service, and academic. Each type of letter has different cover form that includes points to address. The letter needs to be tailored to the type of letter.

**Formatting Instructions:**

* Address the letter to: **The Truman Scholarship Selection Committee**
* Please DO NOT address the letter to NIFS or include the NIFS address on the letter).
* Complete the cover letter form for the type of reference you are providing (leadership, service or academic). The student should send you the appropriate cover form.
* The letter should be about two pages and does NOT need to be on letterhead.
* Include your name, title/position, department and college
* Please double check for typos
* The student should not see the reference

**Deadline for receiving recommendation:** **December 1**

**Email recommendation to:** [nifs@msu.edu](mailto:nifs@msu.edu)