

## NIFS Letter of Recommendation Preparation Handout

Date:

Dear Letter of Recommendation Writers:

Thank you for agreeing to provide me with a letter of recommendation. I am applying for the [insert name of award(s) here], a prestigious scholarship for undergraduate students. Below are details to help with the letter. Please let me know if you would like additional material. The letter should be submitted to Michigan State University's National and International Fellowships Office (NIFS).

### **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:

### **Award Name and Link:**

#### **Scholarship #1:**

##### **Points to Address in Letter:**

- [list any points you would like your letter writers to emphasize and/or points the award recommends]
- [also, if the award you are applying for has guidance about references include the link]

##### **Formatting Instructions:**

- [paste in any formatting requirements from the award's website]
- Address the letter to: The [insert name of award here] Selection Committee (please DO NOT address the letter to NIFS or include the NIFS address on the letter)
- Please double check for typos
- Put letter on letterhead, sign the letter and include title/position

##### **Deadline for submitting/receiving letter(s):**

Send letter(s) to: [nifs@msu.edu](mailto:nifs@msu.edu) or deliver to 434 Farm Lane, Bessey Hall, Room 186