Date:

Dear Letter of Recommendation Writers:

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 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 Distinguished Student Awards Office (DSAO) at [studentawards@msu.edu](mailto:studentawards@msu.edu) . Please fill out the attached cover letter form for the appropriate letter you are writing (leadership, service, academic or ask the student if you not sure) and email with your letter.

**About the Truman Scholarship:**

The Harry S. Truman Scholarship Foundation - the federal memorial to our thirty-third President - awards merit-based scholarships to college students who plan to pursue careers in government or elsewhere in public service. Truman Scholars receive up to $30,000 for graduate or professional school, participate in leadership development activities, and have special opportunities for internships and employment with the federal government.   
Website: [www.truman.gov](http://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/guidance-letters-recommendation>
* The letter will focus on:

**Formatting Instructions:**

* Address the letter to: **The Truman Scholarship Selection Committee**
* Please DO NOT address the letter to DSAO or include the DSAO 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.
* Put letter on letterhead, sign the letter and include title/position.
* Please double check for typos.
* The student should not see the reference.

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

**Send letter(s) to:** [studentawards@msu.edu](mailto:studentawards@msu.edu)