

First and Last Name (optional)

Address

City, Province Postal Code

December 5, 2012

Ms. K. Burra

Grand Prairie Composite High School

10213-99 St

Grand Prairie, AB T8V 2H3

Dear Ms. Burra:

Thank you for writing a reference letter for me. Over the past two years I have appreciated your guidance and support both in the classroom and as my basketball coach.

The letter you have written will support my application for a community scholarship; as well I plan on applying for a part time job to earn some money for my school trip during spring break.

Thank you again for the time you have invested in me. Good teachers and mentors are invaluable in the lives of teenagers.

Sincerely,

*Handwritten Name*

Student's Name