

Talent Development
CNY atd
Scholarship 

Scholarship Recommendation Request

CNY ATD Scholarship Candidate – the below is a guideline to help you in requesting a recommendation from an individual for your scholarship application. Fill in the underlined areas and edit as appropriate or desired.

Dear (individual you are requesting recommendation from):

I am applying for a CNY ATD Scholarship and would like to request you to complete a recommendation for me.

I am applying for the scholarship in pursuit of (study program). *(Provide information about program so that individual can understand what the study program is and why you are pursuing it)*

The CNY ATD Scholarship Application requires a recommendation from an individual who can properly assess and comment on my qualities/credentials and how my selected study program will be helpful to my professional aspirations. As my (relationship), I believe you could provide a candid recommendation for this scholarship application.

Consider providing a copy of your scholarship application information to assist the individual in understanding you, the study program you are pursuing, etc.

I have (enclosed/attached) a copy of my scholarship application information to assist you in further understanding me, the study program I am pursuing, why I am pursuing this study program and what I feel this program will provide for me.

Please return this recommendation to me by (suggestion – 1 week before you plan to submit application) so that I may submit it as part of my completed CNY ATD Scholarship Application.

Thank you.

Sincerely,
(your name)