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**To Whom it May Concern**

The British American Foundation of Texas is a 501(c)(3) nonprofit that offers college scholarship funding and academic programs to academically gifted students from low income households.

As part of our scholarship application process, we require all applicants to submit a teacher recommendation letter.

This letter should:

- Be written on a school letterhead;
- Explain how you know this student and the duration of your relationship with them;
- Evaluate the student and their skills, accomplishments and strengths, if possible offering specific examples that illustrate their strengths and qualifications;
- Summarize why you recommend this student and to what degree you would recommend them.

Please send this reference letter to the student in question so that they may upload it to their scholarship application form or email it directly to [info@baftx.org](mailto:info@baftx.org).

Please note that the deadline for applications is March 31<sup>st</sup> at 12pm and we cannot accept applications or reference letters after this time.

If you have any questions regarding BAFTX, our scholarship programs or the reference letter you have been asked to write, please contact us at [info@baftx.org](mailto:info@baftx.org).

Best regards,



Kay Thomson  
Executive Director