Dear [**to who the email is written**]

Thank you for agreeing to write a letter of recommendation for me as an applicant of the Samuel E. Wood Medallion Award. Students are being evaluated on the following:

1. Cover Letter
2. An overview of applicants’ campus involvement outlining their most impactful experiences with involvement in organizations, service and volunteer opportunities, development activities, and other leadership activities at UW-Stout/greater community during my time as a student.
3. Reflective statements discussing how the applicants have developed as a leader, their impact on others in their organizations, and how they will use their leadership skills in the future
4. Two letters of recommendation

The context of the application process above should help you frame your reference letter. It is likely that you know my qualifications in ways that go beyond the formal application. Your reference letter is a chance to share how you have seen me impact people, organizations and communities through my leadership efforts here at UW-Stout.

The application deadline is Wednesday, March 20th. You can email the letter directly to me so that I can upload the letter as part of my online application. However, if you prefer you may email it directly to the SSA Vice President at [ssavicepres@uwstout.edu.](mailto:ssavicepres@uwstout.edu)

Thank you for taking the time to be a part of my development here at UW-Stout.