



WELCH COLLEGE  
**ALUMNI**  
ASSOCIATION

## Request for Reference Letter

Dear \_\_\_\_\_,

\_\_\_\_\_, is making application for the Bert and Dianne Tippett Alumni Scholarship at Welch College. You are being asked to supply a personal reference.

Your open and honest input will assist the selection committee in evaluating this application.

**REFERENCE TYPE:** (please check)

- ***Church Life*** (Pastor, Deacon, Sunday School Teacher, Youth Worker, etc.)
- ***Academic Life*** (Former Teacher, Principal, Coach, Counselor, other school official)
- ***Other*** (Employer, Community Leader, Friend)

On your personal or business letterhead (as appropriate), please convey your reference in regard to your current and/or past affiliation with this applicant. Please include insight into areas of character, trustworthiness, skills, and dependability.

**Please be sure that your reference letter is postmarked by May 1st.**

**Please mail it to:**

Tippett Alumni Scholarship Committee  
c/o Financial Aid Office  
Welch College  
1045 Bison Trail  
Gallatin, Tennessee 37066

Thank you for your prompt assistance.

Sincerely,

Jon Forlines  
President  
Welch College Alumni Association

A CHRISTIAN COMMUNITY OF FAITH AND LEARNING