

The letter of reference needs to be a maximum of ONE PAGE, attached and include the following (the formatting is recommended, not necessarily required):

Referee Name
Address Line 1
Address Line 2 (If Necessary)
City, Province Postal Code

Thunder Bay Community Foundation
C/O Mr. Michael Larizza, Marking Committee Chair
312-101 N. Syndicate Avenue
Thunder Bay, ON P7A 3V4

Date

RE: Student Name

[Body of the Letter]

Within your reference, please ensure the following is included:

- Your position in the community
- Your relationship to the student
- In what capacity you have been involved with the student

Signature

Name, Position as Related to the Student
