

## REFERENCE LETTER DETAILS

---

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 Bonnie Moore, Executive Director  
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

---