



Letter of Recommendation Instructions

The following instructions are intended to serve as a guideline for those who have been asked to write a letter of recommendation for an Opportunity Plan student loan applicant. Please read through this sheet carefully and then type or print the requested information.

Name of student _____

Name of recommender _____

Address of recommender _____
(Street) (City) (State)(Zip)

The Opportunity Plan, Inc. is a non-profit organization which provides low-interest loans and scholarships to help college students achieve their educational goals. The student whose name appears above has applied for a student loan through the Opportunity Plan and has given your name as a source of personal recommendation. To recommend this student, we ask that you do the following:

1. Write a letter stating your personal evaluation of this student. The letter may be written in the strictest confidence or with the student's knowledge.
2. Impress upon the student his or her responsibility to repay any funds which he or she borrows through the Opportunity Plan, Inc.
3. Furnish all available information regarding the student's whereabouts if requested by a member of the Opportunity Plan staff or Board of Directors.

Signature of recommender _____ Date _____