

May 18, 2008

Professor Thomas Adams
College of the Desert
43-500 Monterey Avenue
Palm Desert, CA 92260

Dear Professor Adams:

I am in the process of applying for scholarships in order to continue my classes in general education and to complete the preparation for my major in Business Administration. I plan on transferring to either a CSU or UC for my bachelor's degree and then continue on to graduate school.

I was a student in your Intro to Accounting class last semester and am hoping that you feel comfortable writing a positive letter of recommendation for me to include with my scholarship applications. I have attached a personal data sheet, a scholarship résumé, and a copy of my personal statement.

In addition, I have included some guidelines for writing a letter of recommendation and a large envelope for your letter. Please note that it is preferable to keep materials unstapled and unfolded.

With all of the current changes with financial aid, it is becoming more of a challenge to find the means to pay for tuition and books. My best option at this point is to apply for as many scholarships as possible. Letters of recommendation are a very important part of the application packet.

I'll check back with you in a few days. Please advise if you need any other information from me before writing the letter.

Many thanks,

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