5400 (Sponsor)

 January 2020

Office of the Branch Adjutant

95 Craftsman Boulevard

Kingston, Ontario, K7K 7B4

NOMINEE’S FULL NAME:

EDUCATIONAL BURSARY LETTER OF REFERENCE 2020

1. Introductory paragraph to broadly highlight the nominee, key accomplishments, and reasons why the applicant is a fitting recipient for the bursary.
2. Para two, and its sub-paras below, are used to substantiate your message with relevant points,
key examples, and findings. Each sub-para must provide a tangible example (reinforced with attachments such as LoA, etc. if available) to validate any claims or assertions. Be descriptive, precise, and succinct. Ensure that examples illustrate the level of achievement and / or benefit wrought. You can create a series of paragraphs, or draft an all-encompassing paragraph here and highlight critical points using sub-paras as provided below:
3. Example one substantiated;
4. Example two substantiated; and
5. Example three substantiated.
6. The final para accomplishes two (2) objectives. First, it summarizes your key findings, reinstates your para one statement, and links all paragraphs together. Lastly, the paragraph shall contain the drafter’s contact information so the selection council is able to contact him / her should they have any matters to discuss.
7. **Omit this para after reading as it provides formatting guidance only**. There are five (5) or six (6) clear spaces between the concluding paragraph and the signature block. The signature block should never be placed upon a page in isolation. Recall that the submission letter is restricted to a maximum of two (2) pages in length.
8. After everything is reviewed and edited, ensure you delete all notes (such as para 4 above), omit any annotations marked in *italicized red*,and ensure nothing is highlighted in yellow.

*(5 or 6 clear spaces between last line and signature block)*

*Sign or E-Signature, scan and save document as .pdf*

B.A. Christie (Name)

Major (Position or Appointment)

Branch Adjutant (Institution, Business, or Company)

Enclosure: 1 *(pluralize ‘enclosures’ if adding more than one attachment such as a Letter of Appreciation, certificate, or proof of achievement to reinforce a claim or assertion; delete outright if nothing accompanies this letter)*