

Reference Letter

Nominee's Name _____

Nominee's Organization _____

Name of Recommending CEO/President/ED (Your name) _____

City _____ ST _____

Telephone Number _____ E-mail Address _____

INSTRUCTIONS

As part of the NeighborWorks Achieving Excellence Program selection process and to better inform our small group selection process within the program, we'd like to get to know the applicant better. The applicant would like you to write a letter of reference for him/her.

- 1.) Please provide a letter of reference that includes the length of time you have known the applicant and in what capacity.
- 2.) Please include this cover sheet when you submit your letter of nomination
- 3.) To submit:**
 - a.) If at all possible, please convert your letter to PDF
 - b.) If at all possible, please combine this cover sheet WITH your letter so they are 1 PDF document
 - c.) When you submit, please use this naming protocol:**
NomineesLastName NomineesFirstName Reference YourName
(for example: Smith John Reference SallyJones)
 - d.) Submit by email to aeprograms@nw.org** (you can also use this contact if you have any questions)
 - e.) Note that you should receive a response immediately or very soon after your email. If you do NOT get a confirmation email within 24 hours, feel free to contact aeprograms@nw.org to get confirmation that it was received.
 - f.) For further information about the program, please go to www.NeighborWorks.org/ae