**Premier’s Anzac Memorial Scholarship 2023 – Letter of Recommendation Template**

Ms Fabienne Virago

Acting Manager

NSW Office for Veterans Affairs

Dear Ms Virago,

*INSERT STUDENT NAME HERE, INSERT SCHOOL NAME HERE*

***Guidelines for writing body of recommendation letter***

1. *Please address the following:*

* *Why would the student be an excellent fit for the Premier’s Anzac Memorial Scholarship program? Please refer to the eligibility criteria in the applicant guidelines for the key attributes that are required of scholars.*
* *How does the student contribute positively to the school community? Please provide examples to support your response.*
* *Does the student meet high standards of behaviour, dress and protocol at school? Please support your response with examples.*
* *Is the student independent, trustworthy and able to complete tasks by specified deadlines? Please support your response with examples.*
* *Does the student have the physical and emotional capacity to participate in the tour activities and meet the challenges of group travel?*
* *Please explain how you think the student will perform on a study tour as a representative of their school and the NSW Premier?*

1. *Provide any further information you believe would be useful to the panel assessing student applications.*
2. *Declare any potential conflicts of interest in recommending the student*
3. *Put this letter on the school’s letterhead*

Yours sincerely,

|  |  |
| --- | --- |
|  |  |
| **School Principal Signature**  Name:  Date:  Position at school:  Direct Contact Number:  Email Address: | **History Teacher Signature**  Name:  Date:  Position at School:  Direct Contact Number:  Email Address: |

*Declaration Statement – DO NOT DELETE*

*By signing this letter you:*

* *certify that you have no undeclared conflicts of interest in endorsing this student*
* *acknowledge that you have read the Student Application Guidelines and believe the student to be a suitable applicant*
* *endorse the student’s participation in the NSW Premier’s Anzac Memorial Scholarship program if they are selected*
* *certify that all information provided in this letter is true and correct to the best of your knowledge*
* *agree to contact the NSW Office for Veterans Affairs if any information changes*
* *agree to be contacted by the NSW Office for Veterans Affairs for purposes associated with the assessment of the student’s application*