

Sample Letter of Recommendation

[On Company Letterhead]

[Date]

NAIOP San Francisco Bay Area Chapter
575 Market St. Suite 400
San Francisco, CA 94105

Dear Scholarship Selection Committee:

I am pleased to support [Applicant name]'s application for the NAIOP SFBA ARGUS Scholarship Program.

Body of letter:

- Identify the candidate by name and your relationship with the candidate (immediate supervisor or manager, professor or instructor, personal character reference, etc.)
- Why you're recommending them –
 - Provide details of situations in which you observed the individual and his/her/their competencies
 - Outline skills and knowledge that you are certain will help him/her/them succeed in the program

Completed letters must be submitted in one of the following ways:

- Uploaded in PDF format through the application site at <https://naiopsfba.org/resources/diversity-in-cre/argus-certification-diversity-scholarship/>
- Sent via email to admin@naiopsfba.org by May 15, 2024.