



UNIVERSITY OF IOWA HONORS PROGRAM
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January 3, 2013

Executive Director
Name of the Fellowship
Foundation/Granting Organization
Postal Address

Example:

Jane Curlin, Ph.D
The Udall Scholarship Program
Morris K. Udall and Steward L. Udall Foundation
130 South Scott Avenue, Tucson, AZ 85701

Salutation Options:

To the members of the 2013 Udall Scholarship Selection Committee: or To the 2013 Udall Scholarship Selectors:

Submitting Letters to granting organizations and to the Fellowships Director:

- **If you are submitting a letter to UIHP Scholarships & Fellowships for a Campus Nomination process**, please share your letter with the Nomination Committee electronically at kelly-thornburg@uiowa.edu, including the *Campus Applicant's First and Last Name*, as well as the *opportunity* the student is pursuing in the title of the document, as well as in the email's subject line.
- **If you are submitting a final letter of recommendation for a Campus Nominee or Applicant through an online application** format, we ask that each recommender also share an electronic copy of the letter with the Fellowships Director at kelly-thornburg@uiowa.edu.
- **If you are submitting a final letter of recommendation to the Fellowships Director to be included in the delivery of a nominee's full application file** to the granting foundation or organization, you may send a hard copy of your signed reference on letterhead to the Fellowships Director through campus mail at 431 BHC or by email to kelly-thornburg@uiowa.edu.

Thank you for including the Nominee's First and Last Name, as well as the opportunity the student is pursuing in the title of the saved document, as well as in the subject line of the email.

Sincerely,

INSERT ELECTRONIC SIGNATURE HERE or print the letter onto departmental or organizational letter head, sign your name in **blue ink**, and then scan the signed document, saving it as a **PDF**.

Kelly Thornburg,
Fellowships Director
kelly-thornburg@uiowa.edu