



THE TRIMBLE  
FOUNDATION  
PO Box 7066  
Hilo, HI 96720

  
Hawaii Association  
for Family and  
Community Education

## LETTER OF RECOMMENDATION FOR THE TRIMBLE FOUNDATION

Name of Applicant \_\_\_\_\_

Name of Reference \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

### Instructions:

1. An adult and not the applicant's legal guardian or relative must write the letter.
2. The reference writer must state how long he/she has known the applicant and in what capacity.
3. The letter must be typewritten or written legibly.
4. The letter may be no longer than two double-spaced, single sided 8 ½" X 11" pages.

I, the above named reference, (please circle) **DO DO NOT** authorize the Trimble Foundation to release this letter of recommendation to the above applicant if he/she requests to see my recommendation letter.

Your signature \_\_\_\_\_ date \_\_\_\_\_

Please send this form upon completion to:

Trimble Foundation  
P.O. Box 7066  
Hilo, Hawaii 96720  
Attention: Distribution Committee

Revised 10/2018

Founded in Memory of Alice P. Trimble, First Hawaii State Leader, Cooperative Extension Service