March 8, 202X

PHCC Educational Foundation

Scholarship Committee

180 S. Washington Street Suite 100

Falls Church, VA 22046

RE: Scholarship Application/Recommendation

Dear Colleagues,

It is my honor to recommend <Apprentice Name> to be considered for the 202X PHCC Scholarship Program. Her readiness to fulfill her responsibilities of plumbing apprentice and warehouse management for our company has been reached beyond our expectations. She has learned about new products and services quickly and is continually exceeding our goals of customer service and cost savings. In addition, she is excelling in her role as apprentice with our plumbing teams.

As the owner of <Company Name>, I have come across many apprentices and <applicant's> skillset is exceptional. It has been her passion to pursue her study further in the plumbing field and it is my desire that you consider <applicant> as a recipient of this scholarship.

I know that this scholarship goes to the most deserving applicants, and this is why I am recommending <applicant> for your consideration. If you wish to know more about her, please contact me at any time.

Sincerely,

*Business Owner Signature*

March 8, 202X

PHCC Scholarship Committee

180 South Washington Street, Suite 100 Falls Church, VA 22046

Re: Recommendation for <Applicant>

Dear PHCC Scholarship Committee:

It is my pleasure to recommend <Applicant> for a scholarship with the PHCC Educational Foundation. I have had the pleasure of working with him for two years, during which time he has worked in every aspect of our operation from installation and repair to construction and now reading and estimating from plans.

<Applicant> is bright and eager to learn. I have been continually impressed with his high level of motivation and enthusiasm to learn everything he can about our industry both in the field and in the classroom.

His friendly demeanor towards customers and mannerism are that of a model employee, which has resulted in many customers calling and requesting <Applicant> specially for their jobs.

I am confident that <Applicant> will continue to devote himself to furthering his education in the plumbing industry and will excel to the highest level possible.

<Applicant> is the ideal candidate for your scholarship program without any reservation. I am confident that the PHCC Scholarship Educational Foundation will be glad they selected <Applicant> and proud to have to have him a graduate.

Please feel free to contact me if you would like any additional information.

Sincerely,

*Business Owner Signature*

February 19, 202X

PHCC Educational Foundation 180 S Washington St

Suite 100

Falls Church, VA 22046

Dear PHCC Educational Foundation Scholarship Committee:

This is an important time for the plumbing trades. Our apprentices see how vital they are today. <Applicant> has been employed with <company> for six months as an Apprentice and now can see himself as an essential part of society making a difference in the lives and wellbeing of the customers we service. I would like to recommend him as an exceptional candidate for the PHCC Educational Foundation Scholarship.

<Applicant> is a consummate professional and has shown great progress. This is his first job in the trades, and he is trying to learn something new every day. I have been tracking his progress and he has great

potential at becoming a lead technician in the next year or so. It is the foundation of the PHCC Trade School that will help solidify his knowledge of the trade.

<Applicant> has proven to our Field Manager that his is ready to take on more and more challenges. <Applicant> participates at a high level in our on- the-job training and coaching programs. Plumbing is a technical career, but communication is the key to success in the service and repair field. This is where he excels. <Applicant> is polite and respectful; his communication outstanding.

As we take pride in our employees, we truly care about their future. <Applicant> takes this opportunity very seriously and knows how much a scholarship would help to support his education. The PHCC Educational Foundation is not just an award to himself, it an award to his family. Please invest with me in the future

of <Applicant>, by granting him a scholarship that is greatly needed.

Respectfully yours,

*Business Owner Signature*

President/CEO

February 23, 202X

PHCC Educational Foundation 180 S Washington St

Suite 100

Falls Church, VA 22046

To The PHCC Scholarship Committee,

I am writing this letter to provide insight about <Applicant>. <Applicant> had been employed with <Company> since <year>. Although his employment started as a summer intern, <Applicant’s> willingness to continue to work part-time during his schooling has helped us out tremendously. During his time with us, <Applicant> learned a great deal and excelled in the world of smart building automation.

The world of smart building automation can be extremely technical and challenging. We are required to know everything there is to know about buildings and what makes them tick.

<Applicant> came to us with limited experience in our industry, but turned that around in a very short order. He picks up technology quickly and is able to apply that to his projects. In doing so, he is able to lighten the workload for some senior level managers. This had been extremely valuable to us in busy times. He is a very motivated individual and has an excellent work ethic. <Applicant> often worked in a team setting when on a project, but I never hesitate to give him personal challenges as he was always up for them.

I know that <Applicant> will excel in whatever he decides to do in life. I believe that <Applicant> is very deserving of a scholarship with your organization and I hope that when you read this, you will be as impressed with him as we have been. Please do not hesitate to contact me with any questions or if I can provide any additional information for this motivated young person.

Sincerely,

Manager

PHCC Member Company