

**Grace Christian School**  
8067 Atlee Rd  
P.O. Box 215  
Mechanicsville, VA 23111  
804-730-7300  
www.grace-school.net

**Two Letters of Recommendation Required**

- One letter from a current academic teacher
- One letter of character from an adult that knows the student well who is NOT a family member

Dear \_\_\_\_\_,

Our child, \_\_\_\_\_, has applied for admission to Grace Christian School. As a part of the application process, a letter of reference is required. Would you please write a brief letter of recommendation including as many of the following:

- Your name and email address
- Your relationship with our family
- Your relationship with our child
- Our child's general character traits and social interactions with peers
- Our child's academic performance highlighting areas of strengths and weaknesses

Thank you,

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

**LETTERS OF RECOMMENDATION SHOULD BE MAILED, FAXED or EMAILED TO:**

Grace Christian School  
Attn: Jennifer Britton  
P.O. Box 215  
Mechanicsville, VA 23111

info@grace-school.net  
Attn: Jennifer Britton  
Fax: 804-442-7032