

The Tennis Academy at Harvard
PO Box 95004
Newton, MA 02495-0002
617-678-0142 (c) 617-254-0025 (o)
617-812-0363 (f)
www.thetennisacademy.com

Letter of Reference Form

Date:

Dear Sir or Madam:

You have been listed as a reference by _____ who is applying for the position of _____ at *The Tennis Academy* at Harvard. This Camp provides tennis instruction for children ages 4-17. We would appreciate you taking a few minutes to write a letter providing information about your experience with the applicant, his/her conduct, professionalism, and character.. In particular, please indicate their aptitude for the position they have applied for and their ability to provide for the safety and well being of our campers. As we are dedicated to providing our campers with the best supervision possible, your honest and sincere feedback is vitally important and will be kept strictly confidential.

Please be sure to sign your letter and attach it to this form; it can be mailed to the above address. We would greatly appreciate your response as soon as possible. Thank you for your time and attention.

Sincerely,

Bonnie Masland, Ph.D.
Senior Associate Director
The Tennis Academy at Harvard