

**FORD MOTOR COMPANY**

Date \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

This letter will serve to verify that Mr./Mrs./Ms. \_\_\_\_\_, (social security number) \_\_\_\_\_, is presently employed by the Ford Motor Company as (job title) \_\_\_\_\_, at (mailing address) \_\_\_\_\_.

Mr./Mrs./Ms. \_\_\_\_\_'s seniority date is: (Month/Day/Year)

\_\_\_\_\_.

It is our understanding that Mr./Mrs./Ms. \_\_\_\_\_'s son/daughter, (son/daughter's full name) \_\_\_\_\_, has applied for an HHC Ford Scholarship at Indiana University Bloomington. Based on his/her father/mother's employment with Ford Motor Company, (son/daughter's full name) \_\_\_\_\_ is eligible to participate in the HHC Ford Scholarship Program.

Sincerely,

\_\_\_\_\_  
Signature of Supervisor/Manager/Director  
Title  
Ford Motor Company