



# Peter P. Flores

Texas Senator, District 19

## Request for Letter of Recommendation Requirements

Senator Pete Flores, as part of his service to Senate District 19, is willing to write formal letters of recommendation to **constituents** applying for jobs, scholarships, awards, etc. Constituents (or those nominating a candidate) seeking a letter should adhere to the below requirements. Sen. Flores reserves the right to accept or deny any request for a letter of recommendation.

- Requests for letters of recommendation need to be made by the applicant (or person requesting on the applicant's behalf) no less than 7 days prior to the date the application is due.
- Requests should include resume (mandatory), short description of how the applicant knows the Senator, completed copy of the application for position/award, detailed description of position/award, and any other helpful information.
- Requesters are responsible for following up with Senator Flores' office for completion and submission of letter of recommendation.
- Requesters are encouraged to submit a draft letter of recommendation which Senator Flores' office may, or may not use.

Requests may be made by phone, in-person, by letter, or by e-mail. All requests should be made through Dayna Bolger at ([dayna.bolger@senate.texas.gov](mailto:dayna.bolger@senate.texas.gov)) or (512) 463-0119. Please call the Capitol office at the above number with any questions.