October 31, 2023

Dear Board of Regents,

**Paragraph 1/Stand Alone Sentence**: “It is my pleasure to recommend Nominee’s Name for the Award Category Name award.”

**Paragraph 2/Thesis Statement**: Write a thesis statement-type paragraph on why you are recommending this person for the above award.

**Middle Paragraphs**: Write supporting paragraphs for paragraph 2/thesis statement with specific examples of what qualifies the person you are recommending for this award. Avoid superlatives. Avoid statements of feelings without supporting evidence.

**Conclusion Paragraph**: This paragraph is the lasting impression. Summarize why you are recommending this person. Superlatives and accolades can be used sparingly.

**Note: This Recommendation Letter can only be one (1) page maximum using the required font (Arial or Times New Roman, 12 pt) and margin sizes provided here (1 inch all around). The Board of Regents will disqualify any recommendation letters that are more than one page or do not follow formatting requirements.**

Respectfully,

Your Name

Your Title, if applicable

Your contact information (email, phone)