



1 N Haven Street
Suite 4
Baltimore, MD 21224
www.meritbaltimore.org

Name

Department

Address

Email

Date

To Whom it May Concern,

It is my absolute pleasure to recommend **[First and Last Name]** for a _____. I have been mentoring/teaching **[First Name]** at **[name of school/program]** for **[length of time]** and believe **he/she** is a great candidate for this program.

[Paragraph 1: Describe the scholars' career interests and any supplemental information that supports that career interest, including extracurriculars or anecdotes shared] I also find it highly impressive that **[accolades]**.

[Paragraph 2: Explain the key tangible and soft skills they have learned that will help them be successful in an academically rigorous program and what motivates them to pursue their goals for the future.]

[Paragraph 3: One stand out tangible example of something that they did and how they are unique. (Ex. At the beginning, she struggled to ask for help when she wasn't sure about following a protocol, but now she's found her voice and has been asking questions.)]

There is no doubt that **[Name]** possesses the **[unique/inquisitive traits]** required to succeed at MERIT and beyond.

Please feel free to contact me at **[your contact information]** should you like to discuss **[Name]** any further. I'd be happy to expand on my recommendation.

Sincerely,