

**Sample Recommendation Letter**  
*(The Superintendent's Executive Aide has the official form)*

Office of the Governor  
130 State Capitol  
75 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55021

Dear Governor *(Name)*:

Minnesota Statute 125A.62 allows the Site Councils at the Minnesota State Academies to "...make a recommendation to the governor regarding board appointments no more than 30 days after receiving the list of applicants from the governor." Applications from (#) highly competent individuals were received in seeking the board position of "*(Name of Position)*". The Site Councils from the MN State Academy for the Blind and the MN State Academy for the Deaf met, reviewed the applications, interviewed the candidates, discussed the candidates' qualifications, and are making the following recommendation:

The Minnesota State Academies site councils recommends *(Name the candidate)* for the MSA Board position of "*(Name the position)*".

\_\_\_\_\_  
(Name) MSAD Site Council Vice Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name) MSAB Site Council Vice Chair

\_\_\_\_\_  
Date