

Sample Recommendation Letter without an interview
(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." Only one application from a highly competent individual was received in seeking the board position of "*Name the position*". The Site Councils from the MN State Academy for the Blind and the MN State Academy for the Deaf met and reviewed the applicant's application. Finding the candidate suitable for the position, the site councils decline the option to interview for this position.

Our recommendation is to appoint *(Candidate's Name)* to the MN State Academies Board for the position of *(Name the position)*.

(Name) MSAD Site Council Vice Chairperson

Date

(Name) MSAB Site Council Vice Chairperson

Date