Sample Recognition Letter

Dear (recipient),

Partners in Prevention (PIP) is a statewide coalition focused on addressing the critical health behaviors among Missouri’s college students, including alcohol and other drug use, interpersonal violence, and mental health concerns and suicide. The coalition comprises 24 colleges and universities in the state and is funded by the Missouri Department of Mental Health, the Missouri Department of Transportation Highway Safety and Traffic Division, and the Missouri Department of Health and Senior Services. As your campus is one of the 24 represented in the Partners in Prevention coalition, I would like to call your attention to the tremendous work of (coalition member). As a representative to the coalition, (coalition member) has been an invaluable resource to the students, faculty, and staff of your institution and to prevention colleagues across the state of Missouri.

This past year, (coalition member) assisted with/completed/worked on (detailed list of accomplishments and work contributed to the coalition). I have greatly appreciated their dedication and hard work that has contributed to a healthier and safer campus community.

The national research in college prevention and health promotion is clear- a campus prevention effort that is comprehensive and has support from campus administrators is the most effective strategy to combat the numerous health and well-being concerns that students face. Support for the efforts of (coalition member), and the members of the campus coalition on substance misuse prevention and health and well-being promotion is vital to continue addressing the very serious problems on campus.

On behalf of the Partners in Prevention coalition, thank you for your continued support of our coalition and for the work of (coalition member). Our coalition attributes much of its success to the support of administrators on each of our participating campuses. Please join Partners in Prevention in recognizing (coalition member) for their incredible leadership on your campus and throughout the state.

 Sincerely,

(Your signature/title)