Sample Recognition Letter

Dear (recipient),

Engage is a statewide program focused on addressing the critical health behaviors among Missouri’s college students, including alcohol and other drug use, bias and discrimination, interpersonal violence, and mental well-being and suicide. The program aims to promote a culture of care and to help members of the campus community feel more comfortable intervening in potentially harmful situations. Engage was developed by Missouri Partners with funding from the Missouri Department of Health and Senior Services and has been adopted by many of Partners in Prevention’s 25 campuses. As your campus is a member of PIP and is implementing the Engage program, I would like to call your attention to the tremendous work of (team member). As a representative of the Engage implementation team, (team 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, (team member) assisted with/completed/worked on (detailed list of accomplishments and work contributed to the Engage implementation team). 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 (team 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 our Engage implementation team, thank you for your continued support of Engage and for the work of (team member). Our team attributes much of its success to the support of administrators on each of our participating campuses. Please join me in recognizing (team member) for their incredible leadership on our campus and throughout the state.

 Sincerely,

(Your signature/title)