8 March 2016

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        140 Hicks Way

        Amherst, MA 01003-9333

[grad-communications@grad.umass.edu](mailto:grad-communications@grad.umass.edu)

**[Your Name]**

**[Email Address]**

Dear Distinguished Graduate Staff Awards Committee,

I highly recommend Leeanne Leclerc for the 2016 Distinguished Graduate Staff Award. Leeanne has been the Graduate Program Manager for Computer Science since I arrived at UMass as **[your degree program]** student in **[year]**. During my time in the Computer Science department, Leeanne has **[list of things Leeanne has done for you]**.

**[At least one anecdote about how Leeanne has performed above and beyond her duties as Graduate Program Manager.]**

**[Summary statement of challenges and how they relate to Leeanne]**. **[Quick summary statement about how your specific example generalizes.]** It is for these reasons that I strongly recommend Leeanne Leclerc for this award.

Sincerely,

**[Your Name]**