IECA Laurel Awards

# IECA Member Letter of Recommendation Template

## How to use this template

This letter of recommendation gives an IECA member the opportunity to speak to an IECA Laurel Award nominee's work from firsthand experience.

- **Who writes it:** an IECA member who has visited the institution and placed or advised students and families who considered or attended it.
- **Length:** aim for one page, two at most. Specific stories carry more weight than general praise.
- **Format:** print on your practice letterhead and sign it. Send it to the nominating institution as a PDF so they can include it with their nomination.
- **Confidentiality:** describe students without names or identifying details. Get family permission before sharing any personal story, even anonymized.
- **Check the current guidelines:** confirm the award category, deadline, and any length or format rules in the official IECA Laurel Awards nomination materials before you finalize.

**The letter template is meant as a starting point and should be adapted based on your experience with the nominee.**

[Your Practice Letterhead]

[Date]

IECA Laurel Awards Selection Committee

**Re: Letter of Support for [Institution/Program Name], Nominee for the IECA Laurel Award**

Dear Members of Board of Directors,

It is my privilege to write in strong support of [Institution Name] for the IECA Laurel Award. As an independent educational consultant and IECA [Professional/Associate] member since [year], I have [number] years of experience guiding students and families through [school/college/gap year/summer] placements. I have come to know [Institution Name] well, and I can say with confidence that it does exceptional work for students and families.

I first visited [Institution Name] in [year], and recently in [month, year]. I have spoken regularly with [admission staff/faculty/leadership], and I have heard directly from students and families about their experiences before, during, and after enrollment.

What sets [Institution Name] apart is [one or two distinctive strengths, e.g., its individualized academic support, its approach to student well-being, its mentoring model]. One student I worked with, [a brief anonymized

description, e.g., "a bright but disengaged tenth grader"], arrived [describe the starting point]. Through [specific program, person, or practice], [he/she/they] [describe the change or outcome]. This story is not unusual; it reflects a pattern I have seen across the students I have placed there.

[Institution Name] is a true partner. [Describe how staff communicate, keep families informed, collaborate with the consultant during transitions, are honest when a student is not the right match, etc.] This transparency builds trust and leads to better placements and better outcomes for students.

[Optional: Describe efforts in areas related to the award category, this might include financial aid, accessibility, serving diverse learners, program innovation, or continuous improvement in response to feedback.]

In my professional judgment, [Institution Name] exemplifies the spirit of the IECA Laurel Awards. Its work positively changes the lives of students, and families leave feeling supported and well served. I recommend it without reservation and would be glad to answer any questions the Board of Directors may have.

Sincerely,

[Signature]

[Full Name, Credentials] [Title], [Practice Name] IECA [Professional/Associate] Member [City, State/Country] [Email] · [Phone] · [Website]

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*Questions? Contact info@IECAonline.com.*