

**COVER LETTER TEMPLATE**

DATE

Dear Members of the MSU Honorary Degree Committee:

First Paragraph: Name of whom you are nominating.

Second Paragraph: Brief Biography of the nominee (1 to 2 sentences).

Third Paragraph: Individual’s association with MSU and/or State of Montana and recognition in their respective areas of endeavor at the state, regional or national levels.

Fourth Paragraph: Closing paragraph

Sincerely,

Signatures of those submitting

Enclosure: Letters of Recommendation (minimum of 3) and other supporting materials.