

Letters of Recommendation and Letters of Support

Current and Former District Employees

1. The recommendation must be based on personal knowledge of the individual's ability to perform certain functions
2. The letters should be evaluative in nature and provide factual details
3. Not permitted when the requestor is a family member or friend or an acquaintance with no professional connection to the District employee or public official
4. If a Councilmember has no personal knowledge of the individual or entity's work ability or performance, the content of the letter should address the character or residence of the individual or the entity requesting the letter

Contractors and Grantees

1. The writer must have the authority to speak on behalf of the District
2. The letter should be evaluative in nature and contain only verifiable facts
3. If possible, the letter should be addressed either to the requestor or "To Whom It May Concern" rather than to a specific person or entity
4. The letter should assess the performance of the requestor but not include opinions or endorsements

Letters of Support

1. The letter should be as evaluative as possible and may express support for the proposed endeavor or project
2. May make statements such as, "I support this entity in its endeavor," or "I support this endeavor"
3. Letters of support should avoid a clear endorsement, such as "I endorse," and outright asking for funding for the entity
4. If the letter writer has no knowledge of the requestor that can serve as factual support for the letter, he or she can support the project itself
5. Mayor's Memorandum 2007-3 provide additional restrictions for the executive branch