

[Date]

[Recipient]

[Recipient's Address]

[City, State, Zip]

Dear Tau Beta Pi,

I am pleased to recommend _____ for membership in the Tau Beta Pi Association. _____ is currently a (Master's/PhD) student in the _____ engineering department. **(He/she) has completed over 50% of (his/her) degree requirements, including both coursework and research, and is in the top 1/5 of (his/her) class with a GPA of _____.**

[Here your advisor should insert how they came to know you and a statement that the academic and/or research work that you do is of **the quality expected of a member of Tau Beta Pi.**]

Please feel free to contact me with any additional questions.

Thank you for your consideration,

[Advisor's Name and contact information]

****The best person to write this letter is your primary advisor. While this template is only one suggested format for the letter, the phrases in **bold** should not be changed and need to appear somewhere in the final letter with the exact wording provided.****

****Please e-mail your recommendation letter to the Corresponding Secretary at csec.mie.tbp@gmail.com at least 3-4 weeks prior to GBM III. ****