[Letter Header]

[Time]

To whom it may concern,

I’m writing in support of XXX, who is applying to the Sacramento State GenCyber Summer 2022 Teacher Camp Program. [Introduction to the school, the applicant and/or his/her teaching duty]. I confirm that XXX will be committed to attending the camp program, if he/she is selected for enrollment, and XXX can accept compensation from Sac State or its associated entity, including but not limited to travel and accommodations, in compliance with all applicable ethics rules. If any information is needed from me, please feel free to contact me at [Email Address].

Yours sincerely,

<Insert Signature>

[Recommender’s Title and Affiliation Information]