



Letter of Recommendation Guidelines

We receive requests from students, parents and faculty needing letters of recommendation every year. Students and faculty, at any age, may find a letter of recommendation from GGP helpful when applying to a music camp, special program, or job. We are happy to do this for you! We are also happy to write a personal introductory letter to High School Orchestra Instructors for students applying to public high schools in the City.

Please follow these guidelines, and give us at least a two-week lead time. We do need this lead time in order to be able provide a thoughtful and effective letter for you.

- (1) Contact either Darcy Mironov, Executive Director at darcy.mironov@ggph.org, or Geoffrey Gallegos, Artistic Director and Principal Conductor at gbgalleg@pacbell.net with "Letter of Recommendation Request" in the subject line.
- (2) Your email must include all of the following information:
 - (a) Name and title of the person to whom the letter should be addressed
 - (b) Name of the institution to which you are applying
 - (c) Full mailing address of that institution, including zip code
 - (d) A draft version you have written of a recommendation letter about yourself you like, along with a one-page resumé that covers the qualifications you'd like to see addressed in the recommendation letter.