
**OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM**

TO: GOVERNOR
FROM: RILEY
SUBJECT: LETTER OF RECOMMENDATION FOR JEN WALLER
DATE 12/15/03
CC: FILE

Jen Waller is applying for a position with the Alliance for Excellent Education in DC. She has submitted a letter of application and is trying to set up an interview with them, hopefully for this Friday. She has requested that you send a letter of recommendation to the Alliance on her behalf.

The mission of the Alliance for Excellent Education is to make it possible for America's six million, at-risk middle and high school students to achieve high standards and graduate prepared for college and success in life. Susan Frost is the President of the Alliance. She served as the Senior Advisor to U.S. Secretary of Education Richard Riley. Secretary Riley is a member of the Alliance's National Advisory Board.

Please either sign the attached letter or mark any changes that you want made. I'll mail the letter as soon as I receive it back from you so that it will hopefully reach the Alliance before Jen has her interview.

Thanks!