**Recommendation Letter Format for InnovateHer-2025**

*(To be printed on official school letterhead and signed by the Principal)*

**To Whom It May Concern**

Subject: **Recommendation for Student Team Participation in InnovateHer-2025 – IEEE UP Section’s WiE STAR Project Competition**

I am pleased to recommend the following student team from our school for participation in the **“InnovateHer-2025” STEM Project Competition**, being organized under the **IEEE UP Section’s Women in Engineering (WiE) STAR Program**, as part of IEEE International Conference **UPWIECON 2025**.

**School Details:**

* **School Name:** [Full Name of the School]
* **School Address:** [Complete Address]
* **City/District:**
* **State:** [Uttar Pradesh / Uttarakhand]
* **School Email ID:** [Insert Official School Email ID/ Principal’s Official Email ID]
* **School Contact Number:** [Insert Contact Number]

**Participating Team:**

* **Team Name:** [Insert Team Name]
* **Category:** Junior (Class 8–10) / Senior (Class 11–12)

**Team Members:**

1. [Student Name 1] – Class [Insert]
2. [Student Name 2] – Class [Insert]
3. [Student Name 3] – Class [Insert] *(if applicable)*
4. [Student Name 4] – Class [Insert] *(if applicable)*

**Team Mentor:**

* Name: [Mentor’s Full Name]
* Designation: [e.g., Science Teacher, Mathematics Teacher, etc.]
* Contact Number: [Insert]
* Email ID: [Insert]

We confirm that this is the **only team entry** being submitted from our school, as per the competition guidelines. The students and mentor will abide by all competition rules and deadlines.

We understand and accept that the decision of the jury regarding the evaluation and selection of projects shall be final and binding.

Yours sincerely,  
  
**[Principal’s Full Name]**  
  
Principal  
  
[School Name]  
  
(Signature with Seal)  
  
Date: [Insert Date]