

Date: 19<sup>th</sup> October 2016

## **To Whom It May Concern**

*Your Name* was a student of *Your COLLEGE name* College from 201 .-201 . *First Name* is a confident and unassuming young woman who is well-liked by her peers and teachers. Her cheerful disposition enables her to get along well with her peers. She has a caring nature and often takes the initiative to offer assistance to anyone in need. While she is a valuable team player, *First Name* is an independent and self-reliant person who can be entrusted with responsibilities.

She possesses the qualities of a life-long learner and is always keen to improve herself. She is open to feedback and is willing to learn from her mistakes and setbacks. Her resilient spirit has certainly helped her to improve in several academic subjects. She has also shown herself to be a diligent and hardworking student who is meticulous in her work and is self-motivated to do her best.

During Her two years in this College (201 .-201 .); She has shown her good leadership quality; She has participated in various activities, supported and made the College proud. Some of the achievement she achieved in the institute are:

1. Class Representative of Grade XI & XII.
2. Organized various Events in College.
3. Consolation prizes in ECA.

She will do well in her future with her sense of enthusiasm and presenting spirit to aim for what she believes in. I wish her for bright and successful future.

*Teacher's  
Signature*

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*Teacher's Name  
College Name,  
Location*