Dear Mr./Mrs,

I’m Li Hua, a student from Class 3, Grade 2. I’m writing to recommend my friend Wang Dan, an outstanding student not only in academic performance but also in her personality, to be a candidate for the Super Girl campaign.

Though always ranks at the top in most exams, she still works hard. As the most popular student among the classmates, her kindness impresses us a lot. She seems to be willing to offer help almost anywhere anytime. Moreover, I admire Wang for her great determination and perseverance. It is said that Wang Dan has been taking good care of her grandma alone in hospital without any complaints. What a strong-minded girl she is!

As far as I am concerned, Wang Dan is the best student to live up to the title of Super Girl. I am looking forward to your early reply.

Yours,

Li Hua