



CORDALE
HIGH SCHOOL

Letter of Recommendation

January 5, 2025

[Name of Recipient]

[Title of Recipient]

[Address of Recipient]

+123-456-7890

To Whom It May Concern:

Good day! It is my pleasure to recommend [Student Name] to your undergraduate program [Course Program] for the upcoming academic year [Year] in [University Name]. I know [Student Name] as a student in my class, [Subject Name]. They have performed well consistently in their studies as they balance [Responsibility 1] and [Responsibility 2]. Furthermore, [Student Name] is always [Skill/Characteristic 1], [Skill/Characteristic 2], and [Skill/Characteristic 3].

As one of the top students in their year, [Explain the student's attributes and habits in detail]. One of their most notable moment was [Name a challenge]. They addressed it by [Explain how the student overcame it], positively impacting their peers and overall environment as [Explain the result]. I believe [Student Name]'s skills and character make them a great addition to your program and to your university.

If you need any further assistance or any more information, please do not hesitate to reach out to me. Thank you for your consideration.

Tip: [Click here to browse](#) Canva's library of Envelopes. Find one that would go with your letter of recommendation!

Best regards,

Signature

[Full name]

[Role]