

Page High School
Senior Project Template for Letter of Recommendation

Your Name
Address (may use school address)
City, State Zip code

Date

Addressee (Person or organization to whom you are writing)
Street address
City, State Zip code

Dear _____: (Salutation—can be to a person, a business, an academic department, or generic: To Whom It May Concern [No “Dear” in this case])

1st paragraph: Explain how you know the person (use his/her first and last name) you are recommending and how long you have known him/her.

2nd paragraph: Describe the positive qualities and accomplishments that apply to the position, scholarship, etc. for which you are recommending him/her. Try to include at least two with some details.

3rd paragraph: Discuss key facts about the person’s experience, skills, or talents that you want to emphasize. Provide some details.

4th paragraph: Make the actual recommendation specific to the position, scholarship, etc. This should be strong and positive; include what the person will bring to the school, job, organization, etc.

Sincerely, (Closing—can also use Yours truly or Regards)

Signature

Your first name, middle initial, last name
Position/title

**Recommended length of each paragraph is a minimum of 3 sentences.