



Recommender's name
Recommender's address
Today's date

Dear College Name (OR "To Whom it May Concern"):

Paragraph one will identify the student, and describe how the recommender has come to know the student.

Paragraph two is specific evidence of character traits that the recommender has learned through contact with the student. Include knowledge, maturity, or any project or job completed.

Paragraph three is about work skills the student has displayed in general.

Paragraph four is where to state, "I highly recommend ..." It's best to use strong and specific language with a clear, bold recommendation.

Sincerely,

[Allow three blank lines here, so there is enough space for the signature]

Recommender's Signature

[Make an underline to provide room for signature]

Recommender's Typed Full Name
Recommender's Title or Position
Recommender's Email address
Recommender's Phone Number