**SAMPLE LETTER OF RECOMMENDATION**

To,

Peterson Charles  
Principal  
The College of Business Studies  
Birmingham  
UK

16th May 2014

Subject: College recommendation letter

Respected Sir,

I am pleased to write this recommendation letter for Ms. Martha Paul for an admission at your esteemed college. Martha was my student in the business class during her high schooling at St. Ives Senior Secondary School and I have personally known her for more than 3 years.

With this recommendation letter, I would like to put to your notice that Martha was always a role model for her classmates and peers. She is an exceptional student who combines her practical abilities with her willingness to learn new things. Her admission at your esteemed college would surely be a positive addition as she always works hard to earn success and good grades. With good understanding skills, she used to help her peers to solve complex business questions and has a challenging nature.

I have no hesitations in recommending Martha Paul for an admission at your college and she would prove to be the best student of your batch. If you have any questions, please feel free to contact me on 49495949.

Thanking you.

Sincerely,  
Jenny Watson  
Business Studies Teacher  
St. Ives Senior Secondary School.