Susan Samuels  
123 Main Street  
Anytown, CA 12345  
555-555-5555   
susan.samuels@email.com

May 19, 2021

Franklin Lee  
Department Chair Communications  
Acme University  
123 Business Street  
Business City, NY 54321

Dear Ms. Jones:

I am writing this reference at the request of Katie Kingston, who is applying for the Summer Communications Program at Acme University.

I have known Katie for two years in my capacity as a teacher at Smithtown Middle School. Katie took English and Spanish from me and earned superior grades in those classes. Based on Katie's grades, attendance, and class participation, I'd rate Katie's academic performance in my class as superior.

In conclusion, I would highly recommend Katie Kingston for this academic program. If her performance in my class is any indication of how she will succeed, Katie will be a positive addition to the program. If you should need any additional information, you can feel free to contact me at 555-555-5555 or by email at susan.samuels@email.com anytime.

Sincerely,

Signature (hard copy letter)

Susan Samuels  
Teacher  
Smithtown Middle School