**[Company Letterhead]**

Sender’s Name

Owner

Name of the Company

Address of the Company

Date

Name of the Recipient

Position

Name of the College or University

Address of the College or University

To Whom It May Concern:

It is with great pleasure that I am recommending [Name of the Candidate] to be admitted to [Name of the College or University]. I am the [Job Title/Role] of [Name of the Company] which is located in [Company Address]. I came to know the candidate when he/she started working for the company when he/she was \_\_ years old and putting himself/herself through middle school. He/she is known to be an exceptional employee who has great determination and takes initiative when he/she sees that there are things that needed to be done.

While working for the company, he/she has been very vocal in his/her dream to become a [Profession], which is why he/she decided to apply at your university. I believe that [Name of the Candidate], being a good employee, also has the capability of becoming an exemplary student.

During his/her employment in the company, I could see that he/she was very hardworking and could be passionate about the things that he/she cared about. With respect to his/her work, he/she was always able to meet deadlines, follow instructions, and was effective in communicating with his/her co-workers as well as his/her supervisors.

Without a doubt, I believe that [Name of the Candidate] is an excellent candidate in your university and I highly recommend him/her without reservation.

Sincerely Yours,

Name and Signature