[Date]

[Name of College Admissions Committee]

[Address]

[City, State Zip Code]

Dear Admissions Committee,

I am pleased to write you this recommendation letter on behalf of [Name of Applicant] for the admission to your undergraduate program.

I have known [Name] for almost [N] years. Being his/her classmate and close friend in high school, I can say that he/she is a gifted student. He/she always stands out in the class by being consistent with his/her grades and topping the class every semester. Through this, he/she earned the approval and praise of our school teachers. Although he/she does not show strong qualities of a leader, he/she compensates for this weakness by doing what he/she does best in a team activity. He/she greatly excels in the area of sciences and he/she has the innate ability to analyze and solve problems quickly and effectively.

[Name] is a quiet friend but he/she is the most loyal and caring one. He/she may not be able to express it freely but he/she always has a genuine concern for other people’s well-being. He/she admits that he/she enjoys being alone to work on his/her craft. I can say that he/she is the most hardworking student that I know in our class and, arguably, in our entire high school.

As introverted as he/she is, [Name] never hesitates to join a club or any extracurricular activities in which he/she has interest in. In fact, he/she is one of the founding members of our school’s physics club and has also helped run a small club on biology.

I can see his/her dedication to work hard and achieve ultimate success in the future, and I am certain that he/she will bring an important contribution to your institution. If you have any questions and concerns, please feel free to contact me at this number [Insert Number].

Thank you.

[Your Name and Signature]