**College Recommendation Letter**

To Whom It May Concern:

I am very happy to recommend Jane Smith, a student in my math classes for the last two years. I am well acquainted with Ms. Smith and all of the qualities that make her a good candidate for admission to your school.

Ms. Smith is a role model for all of the students who know her both in her capacity at school and in the community. She has an eagerness to learn new things and is happy to share her knowledge with her fellow students. As a member of the Mathletics Team at our school, Jane uses her natural abilities and solid study skills to participate in competitions. In addition to her educational abilities, she is a member of the school’s soccer team and works as a member of our local chapter of Habitat for Humanity.

I personally feel that Jane is more than qualified for the early admissions program you have at your school. If you would like any additional information from me, please refer to my contact information below.

 Sincerely,

 Susan Shepherd

Head of Mathematics

Anyschool

123 Main Street

(555)-333-1234

[sshepherd@anyschool.edu](mailto:sshepherd@anyschool.edu)