[Sender’s Name]

[Position]

[Name of the School]

[Address]

[City, State, ZIP Code]

[Date]

[Recipient’s Name]

[Position]

[Name of the Company]

[Address]

Dear Mr./Ms. [Last Name],

I understand that [Name of the Student] has applied for a job as a [Position] at your company for the upcoming summer season. [Name], as a high school student, has worked as a [Previous Position] at [Previous Company] for the past \_\_ summers and is known to be a hard working individual, is always on time and very cheerful. As his/her professor, I have been impressed with his/her time management skills and the ability to still manage his/her extra-curricular activities at school. He/she gets along with his/her co-workers and knows how to treat the customers of the company.

I have seen that [Name] is a very bright young person, and I am sure that he/she will excel at the job he/she undertakes and I strongly recommend him/her for the [Position] position. Please let me know if you have any additional questions about him/her. I can be reached at [Contact Number] or by email at [Email Address].

Regards,

[Name and Signature]