[Date]

To whom it may concern:

It is a pleasure to write a letter of recommendation for [Student]. I have tutored him/her for two years, teaching him/her analytical geometry and trigonometry in his/her junior and senior years. Through my observation, I would like to say that he/she is diligent and focused on his/her studies. He/she has a very positive attitude toward studying.

In my several years of being a tutor, I have known very few people who have the same attitude toward learning as him/her. He/she always makes sure that his/her assignments are done in a timely manner and he/she is very mindful of the quality of his/her work.

Although a bit meek and timid at first, he/she is really friendly and caring once one got to know him/her more. He/she has a very optimistic outlook on things. He/she is also very proactive in helping others especially when it comes to tutoring his/her friends and classmates on the subjects that they are having a hard time with.

He/she is very passionate about his/her campaign to save the environment. In fact, she presented a remarkable seminar on ‘ENVIRONMENTAL AWARENESS: The Change It Brings’ during his/her junior year. Around 200 high school students attended the seminar. Most of them found it to be both enlightening and inspiring.

I have a strong opinion that he/she has integrated the right aptitude to perform well in his/her chosen program in college. I strongly recommend him/her for admission in your good university.

I wish him/her grand success in all of her future endeavors.

Yours sincerely,

[Name]

[Job, Company]