Dear The Admissions Committee ABC College,

I have Known Karen Smith for a period of four years. She has been my star student in Mathematics and Chemistry. She possesses excellent leadership skills as exhibited by being the chairperson of our mathlete club of which I am the patron.

While at my school, Karen Smith always strived for excellence in everything she did. She was captain of the swimming team, which she led to the regional finals. She also ran an outreach programme for local disadvantaged teens, which earned her the mayor’s recognition. As a person and a leader, she is exceptional.

I do believe Karen Smith will definitely be an excellent addition to your student community, both academically and outside the classroom. If you need extra information please contact me during office hours through this number: 777 777 777 or electronically through Edmiles@xyz.com.

Sincerely,  
Ed Miles,  
Mathematics and Science, Head of Department,  
Portmore High School