Susan Samuels  
123 Main Street  
Anytown, CA 12345  
susan.samuels@email.com  
555-555-5555

September 1, 2018

Oscar Lee  
Manager  
St. Francis Hospital  
123 Business Rd.  
Business City, NY 54321

Dear Mr. Lee:

I am writing this reference at the request of Katie Kingston, who is applying for the Student Volunteer Program at St. Francis Hospital this summer.

I have known Katie for two years in my capacity as a teacher at Smithtown Middle School. Katie took English and Spanish from me and earned superior grades in those classes. Based on Katie's grades, attendance, and class participation, I'd rate Katie's academic performance in my class as superior.

Katie has a number of strengths to offer an employer. Katie is always interested in supporting others. For example, this year when we worked on our class community service project, Katie was helpful to me in collecting and organizing the food for the food pantry here in Smithtown.

In conclusion, I would highly recommend Katie Kingston. If her performance in my class is any indication of how she'd perform in your position, Katie will be a positive addition to your organization. If you should need any additional information, you can feel free to contact me at 555-555-5555 or by email at susan.samuels@email.com anytime.

Sincerely,

Susan Samuels (signature hard copy letter)

Susan Samuels  
Teacher   
Smithtown Middle School