**[Sender Name]**

**[Sender Title]**

**TO**

[Receiver Name]

[Receiver Title]

[Address]

[Email]

**FROM**

[Sender Name]

[Sender Title]

[Address]

[Email]

[Date]

Dear Mrs. Langley,

My name is Jonathan Weasley, and I've had the pleasure of teaching and coaching Rachel Cortez at Summer Park High School. I'm head of the math department and had Rachel in my Calculus 4 class this past year. In addition to her drive for academic excellence, I've also coached her on the golf team for the past four years, where she embodied the essence of humility and sportsmanship. Therefore, I highly recommend Rachel for acceptance into the Accelerated Business Program at South Vermont University this fall.

Rachel has always demonstrated ambition and maturity on the green and in the classroom. She shows genuine interest in developing her skills, challenging her abilities and being a great role model for her peers. Her calm and calculated attitude has impressed me. She always shows kindness toward other athletes and keeps a positive attitude during tournaments.

I believe a great athlete shows positivity even when they lose, and that's exactly how I can describe Rachel. This is why I chose her to be the captain of the Summer Park High Lions' golf team.

I believe South Vermont University can benefit from Rachel's ambitious nature, friendly attitude and affinity to lead others. These attributes and so much more make Rachel the right candidate for the Accelerated Business Program at SVU.

I'd be happy to discuss more of Rachel's accolades in the classroom and on the green. You can reach me by phone at 657-555-0023 or by email at jweasley@summerparkhighschool.edu.

Sincerest regards,

Jonathon Weasley

Calculus Teacher at Summer Park High School