

Your name, address  
Or Company Letterhead

Name of College or University  
Office of Undergraduate Admission  
Street Address  
Building or Suite #  
City, State, Zip Code

Re: Applicants Name  
Applicants Social Security

To Whom It May Concern:

As an active alumnus of **Name of Institution** as well as a member of **name of any affiliated club (i.e.: Area Alumni Chapter, Sports Booster)**, I would like to highly recommend **Name of applicant**, for admission into the **Name of Institution** starting in the fall of **year**. **First name of applicant** credentials speak for the type of student she would be at your institution. He/ She has undertaken a challenging and demanding course load and achieved a strong academic record. His/ Her inclusion in both the National and French Honor Societies speak to his/her success on an advanced level.

**First name of applicant** has committed himself/herself to involvement both in the school and the community. This past fall he/she spent untold hours serving as the Junior Co-Chair for the Northern Jersey Alzheimer's Memory Walk, which raised in excess of \$50,000. His/Her work at a local shelter for abused and battered women has been recognized by both school and community leaders. He/She is a person whose commitment to a cause is shown through his/ her actions. **First name of applicant** natural leadership ability has been channeled into numerous school activities including Varsity sports. During both his/her junior and senior years, he/she has been a Peer Leader/Educator, a very prestigious and selective program at **Name of High School**. **First name of applicant** ability to manage his/her time and develop his/her priorities has been validated by his/her outstanding resume.

There is one more fact I would like to highlight about **First name of applicant**. Throughout her college search process, **Name of institution** has always been at the top of her list. He/she would be an excellent addition to your campus as he/she is a student who would bring this type of commitment and involvement into many areas of your University. I hope you will give careful consideration to his/her application.

If you have any further questions or would like to speak to me personally, please feel free to contact me at **phone number and email**.

Sincerely,