

**{Your address}**  
**{City, State, Zip}**

**{Date}**

**{Recipient}**  
**{Recipient's address}**  
**{City, State, Zip}**

Dear \_\_\_\_\_,

I am pleased to recommend \_\_\_\_\_, who is applying for admission to \_\_\_\_\_ University. I am his biology teacher at \_\_\_\_\_ High School, and also coach the basketball team, on which he is a center.

\_\_\_\_\_ is a wonderful student to have in class. He is eager to participate in class discussions, takes his schoolwork seriously, and always has a creative way of looking at things.

He has many interests beyond academics. Besides playing on the basketball team (and making the all-state team), \_\_\_\_\_ is a member of the school chess club. Obviously, \_\_\_\_\_ is not one to follow the crowd. He is confident in pursuing his interests, regardless of whether they are considered "cool" or not. Still, he is well-liked by his peers as well as the faculty and staff here.

With his 2.8 grade point average, I'm aware that \_\_\_\_\_ has set his sights high in applying to \_\_\_\_\_ University, but I am convinced it will be a great fit for both \_\_\_\_\_ and the university. Please take into account that he has maintained a positive attitude, full class schedule, team sports and a part-time job at the Sports Superstore despite that fact that his father succumbed to cancer earlier this year.

Please don't hesitate to contact me if I can shed any more light on \_\_\_\_\_, including his stellar character and prospects for a bright future at your school.

Sincerely,

**{Name}**