

# Recommendation Letter for College Admission

From,  
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07-09-2000

To,  
Rahim Henderson  
5037 Diam Rd.  
Daly City Ohio 90255

Subject: (\*\*\*\*\*)

Dear Head of Admissions,

This is Noelle Adams from ABC Institute, and I would like to recommend my student Y as a candidate for admission to your institute. I have been a teacher of Y for the past two years, and I can confidently say that he will be a great addition to your college.

Y has been a very engaging member in every class I have taken. His cheerful and fun-filled attitude is complemented with a great curiosity to learn and also amazing eagerness to help his teachers and classmates. Being a sportsperson has acquired him a great sense of team spirit, and with this quality, he has always outshined in leading teams both for academic and extra-curricular activities.

He has a great ability of leadership which has been tried and tested in several field activities and research conferences held at our school. With these capacities, I am sure he can be trusted for better performance at your college.

I have been grateful as a teacher to have had such a responsible student, and I am proud to be called his teacher. For any queries or clarifications, I would be available [provide contact details]. I would request you to consider his applications justly and to arrive at a thoughtful response.

Yours sincerely,  
Noelle Adams  
Designation,  
Name of school,  
Address of school]