**Template: Writing a Letter of Recommendation**

123 Winston Road **Letter writer’s address**  
Eureka, KS 67045

March 16, 2017 **Date the letter was written**

Senior Exit Project Committee  
815 N. Jefferson **Address the letter to here**   
Eureka, KS 67045

Dear Senior Exit Project Committee:

In the first paragraph of a letter of recommendation, please explain how you know the student and for how long you have known the student. Include the name of your business and your title if the student worked for you. Finally, explain why you are writing the letter, which is a letter supporting the student’s graduation from high school.

Beginning with the second paragraph, the body of the letter should discuss the personal characteristics and specific skills of the student you are recommending. It often helps to begin by making a list of the student’s strengths you would like to share in your recommendation. Using this list, generate a paragraph to support the strengths you choose to emphasize. Keep in mind, the best recommendation letters provide specific examples highlighting examples of the individual’s character and skills. Remember to be as specific as possible.

Summarize the main points of the body of your letter. Write a closing statement about your belief that the individual is ready to graduate. Finally, be sure to share your contact information, including telephone number and email address, so recipients might contact you with any further questions.

Sincerely,

Writer’s signature (Letter writer should sign his/her name after printing the letter.)

Writer’s Typed Name

**Other Guidelines:**

* Print the letter on company letterhead if your association is through a school or a business
* Include a handwritten signature in blue or black ink (unless it is an email)

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