**[Name Here]**

[Address]

[Contact]

**Date: month 00, 0000**

Dear Mrs. [------------------------],

This coming school year, there will be plenty who will enroll at your school. I know you have set the standards for a student to be qualified to enter your educational institution but there is one person that I would like to refer to you personally.

He was a student of mine in high school and he has achieved what all of his classmates has been unable to, in terms of grades and educational attainment. I am sure that he will be a good addition to your school. I have also observed him to be a young man who deals fairly in everything, winning him the trust and confidence of his peers.

I have already told him to inquire on your good school. Should you find him insufficient in anyway, please feel free to do as you please.

Thank you very much and more power.

Sincerely yours,

**[Name Here]**

[Address]