**Your Name**

**Address (may use school address)**

**City, State Zip code**

Date

Addressee (Person or organization to whom you are writing)

Street address

City, State Zip code

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_: (Salutation—can be to a person, a business, an academic department, or generic: To Whom It May Concern [No “Dear” in this case])

1st paragraph: Explain how you know the person (use his/her first and last name) you are recommending and how long you have known him/her.

2nd paragraph: Describe the positive qualities and accomplishments that apply to the position, scholarship, etc. for which you are recommending him/her. Try to include at least two with some details.

3rd paragraph: Discuss key facts about the person’s experience, skills, or talents that you want to emphasize. Provide some details (clubs, sports, writing contests, etc.).

4th paragraph: Make the actual recommendation specific to the position, scholarship, etc. This should be strong and positive; include what the person will bring to the school, job, organization, etc.

Sincerely,

Signature

Your first name, middle initial, last name

Position/title

\*\*Recommended length of each paragraph is a minimum of 3 sentences.