Letter Of Recommendation

[Date]

Dear [Recipient Name],

I am pleased to write this recommendation letter on behalf of [Name] as a potential candidate for leadership the [Organization Name]. I would like to highlight the reasons why this student should receive this opportunity.

[Name] has been a student of [Institution/Academy name] since [YYYY] and I have had the pleasure of witnessing [Him/Her] grow into a responsible and mature individual. [He/She] has exhibited exceptional leadership skills in a variety of school activities, especially during [Details].

[Name] constantly displays superior interpersonal skills and navigates through group activities exceptionally. [He/She] has been involved in several service activities in school and among them is coaching the junior track team and leading them to the national championship for two consecutive years. [He/She] was also a member of the school cross-country team for [His/Her] entire years of school. [He/She] has also been involved in organizing a number of fund-raising projects to raise money for a rehabilitation program.

Furthermore, [He/She] has been displaying a continuing interest in business and world affairs and it is my understanding that she intends to pursue an Honors degree in Business or Political Science. [Name] remains a positive role model in our school and is in many ways competent as a leader.

I believe that [Name] has a huge potential to make a huge contribution to the [Organization] and would be a great asset the organization.

Regards,

[YOUR SIGNATURE]

[YOUR NSME]