TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: School Recommendation Letter

Dear **[NAME]**

I have worked very closely with **[NAME]**, both as her supervisor while she worked in the Career Office, and as her advisor. In both situations, I was very impressed by the dedicated manner with which **[NAME]** carried out her work assignments and pursued her academic coursework. **[NAME]** has displayed a maturity, motivational level, and seriousness of purpose which I have rarely encountered during my extensive interactions with college students. **[NAME]** is very bright and has demonstrated an eagerness to learn. She is a quick study and has shown an ability to grasp general principles as well as subtle details.

**[NAME]** possesses many other qualities which I believe will make her a successful student of the law. She is very well organized, approaches projects in a systematic way, and manages her time effectively. She also possesses an excellent grasp of the English language and displays effective writing and editing skills.

In conclusion, **[NAME]** is an outstanding young woman who has a very strong interest in studying the law with the ability to grasp its intricacies. She has demonstrated the character and work ethic that I am confident will lead to success in her legal studies and subsequent legal career. **[NAME]** left San Juan College as a well-respected student and solid member of the community. I recommend her without reservation for a spot in your incoming class of law students.

Please feel free to contact me if you need further information.

Sincerely,