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]**

To Whom This May Concern,

To Whom This May Concern,

My name is  **[YOUR NAME]** and proud to offer my recommendation of  **[INDIVIDUAL’S NAME]** to whom I have personally known for years as my student at

**[UNIVERSITY/COLLEGE]**

During my relationship with **[INDIVIDUAL’S NAME]** I have experienced an individual who shows up earlier than asked, works hard, and carries themselves in a polite, respectable manner. In addition, **[INDIVIDUAL’S NAME]** s a devout student who has always presented themselves with levelheadedness and grace. I fully recommend **[STUDENT’S NAME]** without reservation for a spot in your incoming class of law students.

If you have any requests or questions do not hesitate to contact me.

**[SIGNATURE]**