**Sample**

Dear Admissions Committee,

My name is Katharina Heiss, I teach English at Bozeman High School. I taught Gerard in both his junior and senior years. He is a highly motivated student with unlimited potential who would make for a great cadet in the U.S. Naval Academy.

Gerard has wanted to be in the Navy since I first met him in his junior year. He is a smart, talented, and determined individual. Gerard plays more than one sport and participates in many other extracurricular activities as well, yet he never allows his school work to fall short. He shows incredible focus and preparedness in class. Gerard is able to juggle a wide range of challenges while keeping his eye on the ultimate goal; getting into the U.S. Naval Academy.

Gerard demonstrates exceptional writing and comprehension skills. He’s always the first one in class and the last one out. He is respectful, compassionate, and it’s obvious by the way he acts with his classmates and teammates that he is a natural born leader.

Gerard is the perfect candidate for cadet in the USNA and I strongly recommend that you consider his application. I would be happy to answer any other questions you have about this extraordinary young man’s qualifications.

Regards,  
Katharina Heiss  
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