

**Springfield High School**

123 Main Street  
Springfield, USA  
Phone: (555) 123-4567

June 25, 2024

Admissions Office  
Example University  
456 College Ave  
University Town, USA

Dear Admissions Committee,

I am pleased to recommend **Jane Doe**, a senior at Springfield High School, for enrollment at your esteemed institution. As the Principal of Springfield High School, I have had the opportunity to closely observe Jane's exceptional academic abilities, leadership qualities, and commitment to her community.

Jane has consistently demonstrated excellence across all her subjects and has been recognized for her achievements through numerous awards. She embodies the values of integrity, diligence, and compassion. Jane is actively involved in extracurricular activities, including student government and volunteering initiatives, which highlight her well-rounded character.

I am confident that Jane will make significant contributions to your academic community and uphold the standards of your institution. I recommend her to you without reservation.

Please feel free to contact me if you require any additional information.

Sincerely,

**John Smith**

Principal  
Springfield High School  
Email: [jsmith@springfieldhigh.edu](mailto:jsmith@springfieldhigh.edu)  
Phone: (555) 123-4567