

School Name
School Address
City, State, ZIP
Phone Number
Email Address

Date: _____

To,
The Admission Committee
[University Name]
[University Address]

Subject: Principal's Recommendation Letter for Undergraduate Admission – [Student's Name]

Dear Sir/Madam,

I am writing this letter to wholeheartedly recommend **[Student's Name]**, a student of our school, for admission to the undergraduate program at your esteemed university. As the Principal of [School Name], I have had the privilege of witnessing [his/her] academic progress and personal development over the past [number of years] years.

[Student's Name] has consistently demonstrated exceptional academic performance, keen intellectual curiosity, and an admirable work ethic. [He/She] has been actively involved in various extracurricular activities, showcasing leadership skills and a commitment to personal growth. [Describe specific achievements, projects, or qualities that make the student stand out.]

I am confident that [Student's Name] will be a valuable addition to your institution and will excel in all challenges. I strongly recommend [him/her] for your undergraduate program.

Please feel free to contact me for any further information or clarification.

Sincerely,

[Principal's Name]
Principal
[School Name]