

[TODAY'S DATE]

Dear Milwaukee Excellence Admissions,

It is my great pleasure to recommend [NAME OF STUDENT] for admission to Milwaukee Excellence High School. I have known [STUDENT] for [X Years] and was delighted to serve as [HIS,HER, THEIR RELATION TO STUDENT - Teacher, Coach, Advisor] at [SCHOOL]. During the time, I watched [STUDENT] grow into an outstanding individual who excels in both academic and personal pursuits.

As [STUDENT'S] [RELATION TO STUDENT], I witness [HIS,HER,THEIR] extraordinary [1-2 intellectual strengths] first hand. [HIS,HER,THEIR EXAMPLE OF RELEVANT ACADEMIC WORK] was particularly impressive. In it [HE,SHE,THEY details of academic work showcasing aforementioned intellectual strengths].

[STUDENT]'s academic accomplishments are rivaled only by [HIS,HER, THEIR] personal strengths. [HIS, HER, THEIR 2-3 POSITIVE TRAITS] are beyond years and are well loved by peers, as well as all those who had the pleasure of teaching [HIM,HER,THEM]. When [SCENARIO, CHALLENGE, SITUATION/ETC.], [HE,SHE,THEY PERFORMED X ACTION DISPLAYING AFOREMENTIONED PERSONALITY TRAIT.]

I highly recommend you accept [STUDENT] for Milwaukee Excellence High School. I am confident that [HE,SHE,THEY] will make an excellent addition to your school. Please feel free to contact me if you have any questions regarding character or past academic work.

Sincerely

[SIGNATURE]

[NAME]

[POSITION]

[SCHOOL]

SAMPLE RECOMMENDATION LETTER

February 7 2022,

Dear Milwaukee Excellence Admissions,

It is my great pleasure to recommend Phillip Phoenix for admission to Milwaukee Excellence High School. I have known Phillip for 6 years and was delighted to serve as his teacher and coach at F.I.R.S.T. school. During the time, I watched Phillip grow into an outstanding individual who excels in both academic and personal pursuits.

As Phillip's teacher and coach, I witnessed their extraordinary focus and self-determination first hand. His completion of all their math units during winter break was particularly impressive. In it the assignment was self-paced to last for the entire rest of the year, but Phillip took the initiative to focus on completing all of it before their peers.

Phillip's academic accomplishments are rivaled only by his personal strengths. His integrity and leadership on a team are beyond years and is well loved by peers, as well as all those who had the pleasure of teaching him. When the FIRST basketball team needed supporters to the game, Phillip led a pep rally for the entire student body with the help of the staff and other classmates.

I highly recommend you accept Phillip for Milwaukee Excellence High School. I am confident that he will make an excellent addition to your school. Please feel free to contact me if you have any questions regarding character or past academic work.

Sincerely
[SIGNATURE]

Danielle Borja
Teacher
FIRST school

SAMPLE RECOMMENDATION LETTER