*Your Name   
Your Address   
Your City, State, Zip Code   
Your Phone Number   
Your Email Address*

*Date*

*To Whom It May Concern*

*I have known John Candidate for over 5 years. As his school principal I have followed his progress with interest and come to know the many positive qualities that define John.*

*He is a motivated and hard working young man who has achieved well at school. His commitment and dedication were evident in his involvement in a number of extra curricular activities. As a valued member of the athletics team his determination was well recognized and he was always prepared to put in the extra hours to ensure the success of the team.*

*In my personal interactions with John I have been impressed by his strong communication skills and his ability to establish a comfortable rapport with others. He comes across as confident and mature. His popularity among his peer group is testament to both his interpersonal skills and loyalty.*

*I am confident that John's skills and abilities would be a valuable asset to any organization and I highly recommend him for employment. Please contact me should you require any further information.*

*Sincerely*

*Peter Principal*