*April 2, 2010*

**To Whom It May Concern:**

 ***Sara Smith*** is an extraordinary young woman. As her AP English Professor, I have seen many examples of her talent and have long been impressed by her diligence and work ethic. I understand that Sara is applying to the undergraduate business program at your university. I would like to recommend her for admission.

 Sara has outstanding organizational skills. She is able to successfully complete multiple tasks with favorable results despite deadline pressure.

I must also make note of Sara's exceptional academic performance. Out of a class of 150 students, Sara graduated with honors in the top 10. Her above-average performance is a direct result of her hard work and strong focus.

 If your undergraduate business program is seeking superior candidates with a record of achievement, Sara is an excellent choice. She has consistently demonstrated an ability to rise to any challenge that she must face.

To conclude, I would like to restate my strong recommendation for ***Sara Smith***. If you have any further questions regarding Sara's ability or this recommendation, please do not hesitate to contact me.

Sincerely,

PROF NAME

*Faculty of ……….*