*November 25, 2010*

**To Whom It May Concern:**

I have known ***Jenny Lamb*** for the past three years as she has taken the following courses which I teach: **[list courses, give brief description of content of course].** As her professor, I have had an opportunity to observe the student's participation and interaction in class and to evaluate the student's knowledge of the subject matter. I would rate the student's overall performance in these subjects as superior. This is evidenced by her grades--**[state the grades].**

**[One or two specific examples of the student's performance may be appropriate.]** As part of her grade in **[name of course]**, the student was required to prepare a paper. The paper was designed to measure the student's ability to research, to analyze the results of the research, and to write. **[Discuss how the paper submitted by the student indicated to you the student's skills in these areas.]** Based upon this, I rate the student's skills as excellent.

Based upon the student's academic performance and my understanding of the position for which the student is applying, I believe the student would perform **(place overall evaluation here)**.

If you would like to discuss this further, please feel free to contact me.

Sincerely,   
  
PROF NAME

*Faculty of ……….*

*University (HU)*

*PROF EMAIL:*

*Tel: +*