

[letterhead]

[sender's name]

[sender's departmental address—if not printed on letterhead]

[sender's departmental phone number]

[sender's institutional email address]

[today's date]

To Whom it May Concern:

I am writing in support of \_\_\_\_\_. I have known \_\_\_\_\_ since [month and year]. He was a member of an ESL course I taught in [2006-2007]. \_\_\_\_\_ was an active and conscientious member of the class. He often asked very insightful and important questions. He chose to take on difficult topics and handled them well. He was well prepared, organized, neat, and timely. It was evident that \_\_\_\_\_ really desired to learn more and challenge himself.

\_\_\_\_\_ was always willing to offer his assistance and had an excellent rapport with the other students. He has excellent written and verbal communication skills, is extremely organized, can work independently, and is able to effectively multi-task to ensure that all projects are completed in a timely manner.

\_\_\_\_\_ would be a tremendous asset for your company and has my highest recommendation. If you have any further questions with regard to his background or qualifications, please do not hesitate to call me.

Yours Sincerely,

[sender's signature]

[sender's name and title]