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

Frans Principal