To Whom It May Concern:

I am pleased to recommend for admittance into your school. Continue with an overall statement about yourself.

Write 1 paragraph about your academic achievements and attributes. You need at least 6 sentences here. Include any hardships you may have faced to explain some gaps in achievement.

Write 1 paragraph about extracurricular activities and leadership or any other attribute you feel is important about your character. 4 sentences at least.

Write 3 sentences tying everything together.

Sincerely,

Sign name

Print name