To Whom It May Concern:

It is a great pleasure to write this letter of recommendation to study abroad for a truly deserving student. Mr. Ronald John Thompson has been an excellent student in this school. As the principal of Texas Middle School, I am a witness to the performances of my graduates.

Mr. Thompson graduated as the Valedictorian of his class. He has always been an active student leader. He initiated and led many useful programs and activities as the head of the Student Council. Apart from being a top student leader, he is known for his positive attitude and perseverance in all his tasks.

There is so much potential in this student. If he is given the opportunity to study abroad, he will be given more room to discover his abilities. I highly recommend Mr. Thompson in your agency’s study abroad program. He will truly be an asset to your institution.

If you have any questions about Mr. Thompson or this letter, do not hesitate to call me on the contact numbers stated in my letterhead.

Sincerely,

Danica Nicole Ramsey

Principal

Texas Middle School