To Whom It May Concern:

As the principal of Connecticut High School, I have seen how the students perform in our institution. I consider Mr. Andrew Williams to be a very outstanding student in our school. I have personally worked with him in several school activities and programs.

Mr. Williams is a very active student leader. He has been the president of the Student Council in Connecticut High School. He leads many of the student activities. Apart from being a student leader, he also showed an excellent academic performance. He has been a consistent honour student in his high school years. He is also included in the top ten percent of his graduating class. Mr. Williams consistently shows dedication and hard work in all his tasks.

The Commerce Program of your University is truly remarkable. Our school knows that you only accept superior graduates. Andrew will be an excellent candidate. He has shown admirable academic qualities, proven leadership abilities and a strong perseverance in everything he does. I highly recommend Mr. Andrew Williams for your University’s Commerce program.

If you have any questions, feel free to call the contact numbers stated in the letterhead.

Sincerely yours,

Mr. Scott Wilson

Principal

Connecticut High School