Michael Keene,

456, Meadow Ridge Lane,

Montgomery, Alabama – 36117.

Date: June 1st, 2010

Dear John Polanski,

As a family friend, I have had the pleasure of knowing Beck Anderson from childhood days. He has been an excellent student since first grade, so I strongly recommend him to be a recipient of your Great Scholarship award.

I am very much sure that Beck will continue to excel in studies as he is a dedicated and hard working student. His educational grades are consistently excellent and he makes initiative to try out new things. In addition to this, he has established leadership skills, thereby; many of his schoolmates have taken his advice and shared their gratitude with me.

For these reasons, I greatly recommend Beck as a worthy candidate for your Great Scholarship Award. In case, if you or the committee has any queries regarding Beck’s achievement or character, please feel free to contact me at +1 456 789 2341.

With regards,

Michael Keene.