To Whom It May Concern:

I am writing to express my full support to the endeavors of Mr. Joseph Castro to be accepted in your institution. I believe that Mr. Castro has the qualities of a good student as clearly seen within his spotless records of accomplishment during his stay in Dalton Science High School.

As the school’s guidance counselor, I was able to witness Mr. Castro’s exemplary attitude and remarkable passion to be successful academically. He is also active with other school affairs being the Vice President of the Supreme Student Council. He participated in different leadership training programs and seminars, which honed his skills of being an excellent leader. His down-to-earth attitude and remarkable initiative in helping his fellow students has earned him the reputation as one of the well-respected students in Dalton High.

I believe that his pursuit of higher knowledge would significantly help his dreams of a successful life. The advanced programs of your school would definitely be very beneficial to his academic career. I hope that you can consider his application and let him be admitted this school year.

If you have further questions, I am always ready to entertain your inquiries. Do not hesitate to contact me on my office number.

Sincerely,

Dr. Mica Clintwood

Guidance Counselor