

[School Code/Reference No.]

[Date: YYYY.MM.DD]

LETTER OF RECOMMENDATION

[Student Name], daughter/son of Mr./Mrs. [Parent's Name], was a bona fide student of this school. She/He passed the [Examination Name] in [Year] with [Division/Percentage].

I am pleased to write in favor of [Student Name], who was a student of good moral character and discipline. She/He earned the love and respect of both teachers and peers due to her/his sincerity, simplicity, and hard work. She/He was appointed/elected as the [Position, e.g., Head Girl/Head Boy/Prefect] in the year [Year] and demonstrated strong commitment towards her/his responsibilities.

Her/His academic performance throughout her/his stay in [School Name] was excellent, consistently ranking among the top students. She/He actively participated in various inter-school and intra-school activities such as [list activities: spelling competition, debate, sports, etc.], and brought recognition to the school/house. She/He was also awarded [mention any awards/achievements].

During school events such as [mention events: School Fete, Entrance Examination, Prize Distribution, etc.], she/he contributed voluntarily with great enthusiasm and always displayed a positive "can do" attitude. Even after completing her/his schooling, she/he remained connected and contributed to the school as a volunteer for [duration, if applicable].

I have no hesitation in stating that [Student Name] has the potential to excel in any institution she/he joins.

I wish her/him all the best in her/his future endeavors.

[Principal's Name]

Principal