

Sam Smith (Teacher at School or College)
135 Main Street, Central Town, 77016, Texas
123-123-1234
sam.smith@email.com
Monday 5th September 2022

Admissions Committee
University of Texas, Austin
Inner Campus Dr., Austin
78712; Texas

Dear Admissions Committee,

As John Jones' teacher, I formally recommend this student for the English undergraduate course at the University of Texas, Austin.

I have taught John in English classes for the past two years and he has been an impressive, creative and hard-working student. John has also displayed a high level of maturity and intellect in English as well as a strong enthusiasm to learn more in this subject.

On many occasions, John has displayed his strengths and talent for English. For example, he wrote an excellent analytical essay about the themes in John Steinbeck's 'Of Mice and Men' that used strong examples from the text to highlight his arguments. John also displayed excellent teamwork and leadership skills when completing a group project about 'The Great Gatsby'.

John has also contributed to the wider school community on many occasions. This year, he helped to organise a charity fun run to raise money for various charities. The event was well received by staff, parents and students and John received praise for his role in setting up and collecting donations during the event.

I have no hesitation in recommending John for the English undergraduate course at the University of Texas, Austin. I am confident he would achieve well on the course and be an asset to your institution.

If you have any further questions, please contact me at 123-123-1234.

Yours sincerely,
Sam Smith