

# Business Letter Example for Students

## Heading

Greenwood High School  
789 Education Blvd.  
Scholar Town, CA 98765  
Email: principal@greenwoodhs.com  
Phone: 666-666-6666

## Date

March 19, 2024

## Recipient

Ms. Emily Johnson  
Dean of Admissions  
Prestige University  
123 University Ave.  
College City, CA 54321

## Salutation

Dear Ms. Johnson,

## Body

I am writing this letter to recommend Lily Carter, a senior student at Greenwood High School, for admission to Prestige University's undergraduate program. Lily has been an exemplary student, excelling both academically and in her extracurricular activities.

Lily's dedication to her studies is evident from her 4.0 GPA, and her leadership skills are displayed through her roles as the captain of the debate team and the editor of our

school newspaper. Her commitment to community service is commendable, having volunteered over 200 hours at the local animal shelter.

Lily possesses the qualities that we believe will make her a valuable addition to Prestige University. Her passion for learning, combined with her drive to make a positive impact in the community, aligns well with the values and ethos of your esteemed institution.

We are confident that Lily will continue to excel and contribute positively to the Prestige University community. We highly recommend her for admission and look forward to her future achievements.

### **Complimentary Close**

Sincerely,

### **Signature**

[Your Signature]

John Davis

Principal

Greenwood High School