

Example: Letter of Recommendation (Appropriate & not Appropriate)

Ms. Jane Doe, Principal
South Park Elementary
Anywhere, USA

To Whom It May Concern:

This letter is to recommend Ms. Sally Smithers as a great aide. She is one of the best I know. All the students like her. They especially like the way she dresses. She also is a real help in our community. She is a Girl Scout leader and always helps in our church groups. She has been at our school for many years and I can't imagine the school without her. She is also a close friend of mine.

Sincerely,

Jane Doe, Principal