

Date MM/DD/YYYY

Addressee's name and address

RE: Letter of Recommendation

for Jane Doe

To Whom It May Concern:

I have had the pleasure of knowing Jane Doe for approximately [how many] years. She is an extraordinary young woman. She has been a long-standing, very active member at [church] for [how many] years. As her Pastor, I have seen many examples of her ministry and talents and have long been impressed by her Christian character, diligence and work ethics. I understand that Jane is applying to participate at your school. I would like to recommend her for admission.

Jane has been both admired and respected by [church]. If you're looking for a student with a record of achievement, Jane is an excellent choice. She has consistently demonstrated an ability to rise to any challenge that she must face.

To conclude, I would like to restate my strong recommendation for Jane Doe. If you have any further questions regarding Jane's ability or this recommendation, please do not hesitate to contact me using the information on this letterhead.

Sincerely,

[Signature]