

# Letter of Recommendation

June 1, 2026

**Thomas Anderson**

*Department Head*

Salem Court Industries

9436 Feather Street,

Santa Fe, New Mexico 87501

**Mr. Anderson:**

For your introduction, state your name, your profession or role title, and how you know the person you will recommend. Include a brief greeting and the background of why you're writing. Make your intentions clear from the start.

The main paragraph contains the most important part of your message. Why is the recommended person ideal for the job? Cite specific scenarios, ones that highlight the person's strengths and the impact they have. An ideal example would include an old issue, how the person solved it, and how this affected the team.

Finally, the conclusion summarizes all the attributes that make the recommended person fit for the role. Do not forget to include that you are available to be contacted regarding the matter. You may add a closing statement or salutation.

Best regards,


*John Smith*

**John Smith**

School Principal

 [hello@reallygreatsite.com](mailto:hello@reallygreatsite.com)

 123-456-7890

 123 Anywhere St., Any City,  
ST 12345