

{ Your Name }
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{ City, State, Zip }
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{ Today's Date }

{ Company Name }
{ Street Address }
{ City, State, Zip }

To Whom It May Concern,

It is my great pleasure to recommend Maria for the HENAAC Scholarship. I got to know Maria as her 11th grade AP biology teacher at Mark Twain High School. Maria was also a member of the science club which I am the head of, during her sophomore, junior, and senior year.

From the first day of class, Maria impressed me greatly with her focus and determination. She never hesitated to ask for help when the course material wasn't clear and would stay after school for additional assistance. She showed great interest in the course and her passion for the field of science is evident.

I was also very impressed by the way she worked with her classmates. Maria got along well with everyone. She is both caring, respectful, and patient. She often sat with other students who needed extra help and explained to them the concepts they didn't understand.

Maria is enrolled at the University of Michigan and will be starting in the fall of 2019. She plans to major in biology. It is her hopes and dreams to go to medical school following her undergraduate degree.

Please feel free to contact me if you have any questions at example@email.com.

Sincerely,

{ Your Signature }

{ Your Name }
{ Your Title }