To Whom It May Concern

I hope you find this letter in the best of your health. Being the chairperson of Harvard College, I do not write recommendation letters. However, when I was asked for a recommendation letter on behalf of Stella, I couldn’t refuse. She was an extraordinary and marvelous candidate and I have observed very few students of this kind during my teaching time.

I always appreciated her as medical assistant and gave her a huge responsibility and to my surprise she deliberated it in a remarkable way. In my opinion, what distinguishes her from other students is she always remains ready to help others. Another reason that makes her my favorite student is she stood first in all of my subjects.

She is a kind of student whose intelligence in classroom inspires and motivates other students to focus on their studies more attentively. She has always been a kind of organized and attentive student and she never feels shy engaging herself in debate.

I still remember the time, when I assigned her presentation, and she threw light on every point thoroughly. She has the clear mindset for her future, and this paved the way to achieve her dreams.

I highly recommend her as a medical student in your university and I believe that she will be marvelous an outstanding student wherever she will go. It would be a great pleasure to answer questions that you have in your mind. I can be reached by my email or phone.

[Your Name]  
[Designation]  
[Institute Name]