

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Persuasion - Recommend a Teenager for a Job (Strong Recommendation Letter)

Dear :

I am writing to recommend {name} for the position of {position/intern} at {company}. Do not allow {name}'s age to fool you. {Name} is not your average teenager. Despite his/her age, she is a very responsible person. I have known {name} for {#} years. {Name} is very active in her school, church, and community. He/She is a honor student who has maintain a (#.#) GPA throughout school. He/She is a member of {the band, honor society, etc}. He/She also started the mentoring group at here school to help all new students adjust. He/She teaches Sunday school and is a member of the youth choir. I get tired just thinking of all the things that {name} does. Also, {name} is a volunteer at the local library and hospital. {Name} is very dependable, a quick learner, patient, respectable, and goal-oriented. I even trust {name} with my children, he/she has been my babysitter for three years.

I highly recommend {Name} for this position. He/She is a joy to be around and I assure you that everything that {name} touches will be done to the best of her/his ability. If you would like to contact me regarding {name}, please feel free to do so.

Sincerely,

N A M E