

# == References ==

COMPLETE THE LETTER OF RECOMMENDATION

DEAR \_\_\_\_\_, <sup>①</sup>

I UNDERSTAND THAT MY STUDENT HAS  
APPLIED TO YOUR \_\_\_\_\_ <sup>②</sup>  
FOR THE PURPOSE OF \_\_\_\_\_ <sup>③</sup>

THE STUDENT'S ACCOMPLISHMENTS ARE  
\_\_\_\_\_ <sup>④</sup> AND I AM DELIGHTED  
TO RECOMMEND HIM/HER \_\_\_\_\_ <sup>⑤</sup>  
\_\_\_\_\_ .

WITH ALL BEST WISHES,  
\_\_\_\_\_

1. PROFESSOR  
• EMPLOYER  
• PAROLE OFFICER  
• WARDEN

2. GRADUATE SCHOOL  
• SUMMER INTERNSHIP  
• EARLY RELEASE PROGRAM  
• REHAB CENTER

3. SELF-IMPROVEMENT  
• THEFT/EXTORTION  
• DESTROYING THE  
ORGANIZATION FROM WITHIN

4. UNIQUE  
• NOT PRINTABLE HERE  
• ONLY OCCASIONALLY ILLEGAL

5. WITH THE USUAL CAVEATS  
• WITH A CLEAN CONSCIENCE  
• AS LONG AS I NEVER  
HAVE TO SEE HIM/HER  
AGAIN

