*(Please note this is a template only. You are welcome to use other formats, as long as the information below is included. Thank you for agreeing to write this recommendation letter.)*

**Recommendation Letter**

**Date:**

**To Whom It May Concern**

**I am writing in support of (student’s name)’s application for PW Junior Global Citizens Summer Camp. (student’s name) has been attending our school from (date).**

|  |
| --- |
| 1. Please tell us if the student has performed any roles/ duties in school |
| How is the student’s   1. English language ability 2. Communication ability 3. Interpersonal skills 4. Strengths and Weaknesses 5. Other useful information |

**If you would like further information about the student, please contact me or at (email address/ contact number).**

**Yours Sincerely,**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | (Headmaster’s/ Teacher’s Name) |
| (Position) of | | (School’s Name) | |
| Signature: |  | | |