

Your Name
Your Street Address
Your City, ST Zip

Date

Name of Recipient
Title, Company Name of Recipient
Street Address of Recipient
City, ST Zip of Recipient

Salutation: (or SUBJECT LINE if using one – particularly good for reference information)

In the first paragraph, establish your connection to the subject of your letter. How do you know this person? What is the context of your relationship?

Address the general qualifications of the position or scholarship. If you don't know the specific qualifications, then address what you expect would be desired qualifications for the role.

In the third paragraph, tell a story highlighting one of the candidate's better qualities.

In the closing paragraph, have a polite closing. You can quantify the relationship (I would expect John Doe to perform in the top 5% of the incoming class, or be an outstanding intern should you chose to work with him).

Closing,

Your Signed Name

Your Printed Name
Your Title, Company Name
Your Phone/Email (if appropriate)