*(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’s1. 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: |  |