Joseph Phillips,  
Principal,  
Little Roses Girls School,  
New York  
  
(Date)  
  
To whom it may concern,  
  
I am writing this letter in support of my former student Catherine Jones. I know Catherine since the time she was young and have seen her grow up from a stubborn kid to a responsible young lady. All I can say about Catherine is that she is an excellent communicator and a born leader.   
  
She is a team player who motivates people around her. Another positive trait which I would like to mention about her is her ability to take lead. On lots of occasions I have seen her take the lead, when people around her were either frightened or took a back seat.  
  
As far as her performance in academics is concerned mathematics had always been her strong point in school. Though a little weak in languages, she always covered that up with her excellent grades in sciences and mathematics. Catherine has always been an active participant in all the science fairs in the school, and was also a winner at most of the competitions. Over the years her interest and progress in science related activities has always seen an upward rise.   
  
If given a chance she would prove to be an excellent researcher because she is both inquisitive and hardworking. If you require any more details of Catherine Jones, you can contact me through my email address - joseph.pc@abc.com.  
  
Yours sincerely,  
  
(Signature)  
Joseph Phillips.