

**{Your address}**  
**{City, State, Zip}**

**{Date}**

**{Recipient}**  
**{Recipient's address}**  
**{City, State, Zip}**

Dear **{Name}**:

I am writing with the utmost confidence to recommend \_\_\_\_\_ for your National Honor Society program. I have been \_\_\_\_\_'s teacher for the past \_\_\_\_\_ years and can vouch for his academic dedication as well as his role as a valuable member in volunteer work, extracurricular activities, and community functions.

\_\_\_\_\_ is an excellent student, often bringing insightful questions on the material to me after class. More than getting work finished and out of the way, he strives to understand and apply the material in daily life. He is always prompt and insightful with his work, and is a frequent contributor in class. He has won several awards for \_\_\_\_\_ and will also be applying for scholarships in \_\_\_\_\_ and \_\_\_\_\_ when he applies to college next year.

In addition to academics, \_\_\_\_\_ is also adept at singing and acting. He frequently performs in school and community musicals and plays, and volunteers as a performer in the community senior center. His devotion to art and to bringing entertainment to others is inspiring and worthy of commendation. I can think of no better way to appreciate work such as this than to accept him into your society.

Thank you for your time, and if you have any questions for me, please direct them to \_\_\_\_\_.

Sincerely,

**{Name}**