

Casual Recommendation Email from a Family Friend

Subject: Recommendation for [Student's Name]

Dear Admissions Team,

I hope this message finds you well. I am writing as a long-time family friend of [Student's Name], whom I have known since childhood. I have seen [him/her] grow into a hardworking, curious, and respectful individual who values learning and takes responsibilities seriously.

Although I am not [his/her] teacher, I have had plenty of opportunities to observe [Student's Name] both academically and socially. [He/She] is a natural problem solver, supportive to peers, and always eager to take on challenges. I believe [he/she] would thrive in your school environment and contribute positively to both academics and extracurricular life.

Best regards,

[Your Name]

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