

Santa Barbara High School
3833 Anapamu Street
Santa Barbara, CA 93101

January 10, 20xx

To whom it may concern.

Gerald Raines is an excellent student. He has a grade point average of 3.95. He is a member of a number of clubs and organizations. He is treasurer of the Associated Body Club for our school. His teachers think very highly of him.

He is a good athlete and has lettered in basketball and baseball. He has informed me that he will be attending Santa Barbara Community College and majoring in Accounting.

Gerald has also completed a year-long course in Virtual Enterprise, where he was the chief financial officer. I have visited the class on a few occasions and watched him work. He was doing the payroll at the end of the month for all employees of his Virtual Business class. He also assumed the role of the company banker.

I cannot recommend Gerald highly enough. If you have any questions about Gerald or his qualifications. Please contact me at sbhs_james_green@yahoo.com

Sincerely,

James Green, Counsellor