Oak Park freshman institute

Mrs. Alexander **|** calexan@oakparkschools.org

March 2, 2017

To Whom It May Concern:

I am writing this reference at the request of Brittani Thomas, who is applying for school acceptance at Renaissance High School. I have known Brittani for six months in my capacity as a teacher at Oak Park Freshman Institute. Brittani is taking U.S. History from me and earned superior grades in this class. Based on Brittani’s grades, attendance, and class participation, I’d rate her academic performance in my class as exceptional.

Brittani has a number of strengths. She is always interested in helping others. Brittani is also a very fast and motivated learner that always completes assignments in a timely fashion. Brittani is goal orientated and displays leadership qualities.

In conclusion, I would highly recommend Brittani. If her performance in my class is any indication of how she’d perform in your school, Brittani will be an extremely positive addition to your school. If you need any additional information, feel free to contact me at 248-336-7780 or by email at calexan@oakparkschools.org anytime.

Sincerely,

Mrs. Alexander