

Name  
Address  
City, State Zip  
[Person@email.org](mailto:Person@email.org)  
(Phone optional)

April 15, 2010

Sorority Name  
University Name  
Address  
City, State Ziz

Dear Reference Chair:

I am writing to tell you about a wonderful young woman who will be attending your college this fall as a **freshman (or Soph, Jr)** and going through sorority recruitment. Her name is Jane Doe, but we all call her Janie. She would make an outstanding Blank Blank Blank member in your chapter. Both her mother and aunt are Blankety Blanks and she has a **(another sorority)** grandmother. **(Family information. Elaborate here.)**

Janie is a charming, enthusiastic, intelligent, happy, well adjusted and witty young woman. She is very organized and well liked by her peers. **(Character/Personality Traits)**. She was selected as an outstanding young woman **(talk about awards)**. She has been a member of the tennis team for 4 years, and plays the piano. She is also the editor of her high school yearbook. Other activities include student government and she co-chaired the Dance Marathon this year (a major fundraiser). **(Leadership/Activities)**

She volunteers in her church nursery and at the Salvation Army shelter in town. **(Community Service)** In the summer, she teaches tennis at a local camp. She is a member of the National Honor Society, the Quill and Scroll Society, and a national merit finalist. **(Scholarship)**. As you can guess, her scholastic achievements are honorable with a 3.8 GPA from Somewhere High School. **(Geographical/class balance)**.

I have known Janie personally for most of her life, as she is a good friend of my daughters. I consider her part of my family. Janie's parents, John and Jane Doe, are both active in the community and could support the financial obligations of being a member of a Greek organization. I cannot say enough great things about Janie. Please give her strong consideration, as I know other sororities will be looking at her as well. She would be a wonderful asset to your Blank Blank Blank chapter.

Sincerely,

Woman Writing Letter  
Blank University, '85 (Year of Initiation)