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Personal Recommendation Letter

June 1, 2050

Marcelo Green

Admissions Office

Grayson University

Dallas, TX 85224

Dear **Mr. Holland**,

I wholeheartedly recommend Talia Jacobs for admission into your esteemed institution. As a Coach at **[Your Company Name]**, I have had the pleasure of watching Talia Jacobs grow both in and out of the classroom.

Talia Jacobs demonstrates many talents that make her stand out from her peers. She is intellectual, athletic, organized, dependable, and always willing to help others. Her drive to succeed in all her pursuits is paralleled by only a few.

In addition to her academic performance, she has been an integral part of the school's soccer team. She possesses excellent leadership skills and the ability to work in a team environment, which she demonstrated consistently during practice or in a competitive game.

I do not doubt that Talia Jacobs will be an asset to your university. She is determined, dedicated, engaging, and an individual who will significantly contribute to your institution. Therefore, I highly recommend her for admission into your institution.

Sincerely,

[Your Name]

Coach

[Your Company Email]