

Learner 5: Not Achieved
Intended for teacher use only

Learner's purpose: To write a professional letter of reference
Audience: Tertiary institute

1 { [REDACTED] Football Club
42 [REDACTED] Street
Hamilton

08 August 2016

[REDACTED] Tertiary Training Institute
PO Box [REDACTED]
Auckland

Dear Sir / Madam

2 { My name is Erina [REDACTED]. It is my pleasure to write this letter of support for Tui [REDACTED] regarding his application for entry into your training institute. Tui is an intelligent, hard-working, easy-going and responsible young man who understands the value of goal setting and the importance of team work. He is an extraordinary young man and he would be a great asset to your institute. I have known Tui, who is a member of the [REDACTED] football team within the [REDACTED] football club, for five years. He demonstrates great football skills and outstanding leadership. As the team manager, I have watched Tui grow from a young boy into a great individual player. He has the respect of the team and they look to him for guidance and support during games. Tui has shown the ability to bounce back from adversity and is willing to put in extra time to improve on his weaknesses. He understands that success can only be obtained through hard work, and he approaches every game with a positive attitude. I believe Tui will succeed in any endeavour. He will make your institute, his parents and one day even his country proud. It is for these reasons that I am pleased to tender a high recommendation for Tui [REDACTED] without any reservations.

1 { Yours faithfully

Erina [REDACTED]
[REDACTED] Team Manager
[REDACTED] Football Club