

Sample Of College Recommendation Letters From Parents Document

sample of college recommendation letters from parents can be an invaluable resource for parents seeking to support their child's college application process. These letters serve as personal testimonials that highlight a student's character, achievements, and potential from the perspective of someone who knows them best? their parent. While most college recommendation letters are typically written by teachers or counselors, a well-crafted parental recommendation can offer a unique, heartfelt insight into a student's personality, values, and life outside the classroom. In this article, we will explore the significance of parental recommendation letters, provide sample templates, and offer tips on crafting an effective letter that can boost a student's chances of admission.

Understanding the Role of Parent Recommendation Letters in College Applications

Why Are Parental Recommendations Important?

While college admissions primarily focus on academic records, extracurricular activities, and personal essays, a parent's letter can add depth to a student's profile. It offers admission committees a glimpse into the student's home life, motivation, resilience, and character traits that may not be evident elsewhere. Parental recommendations can be especially impactful when:

- The student's academic record has gaps or inconsistencies.
- The student has faced significant challenges or hardships.
- The student demonstrates exceptional qualities such as leadership, perseverance, or compassion.
- The college specifically requests or allows parental input as part of the application.

When Are Parental Recommendations Usually Requested?

Most colleges do not require parental recommendations but may accept them if submitted voluntarily. Some instances where they are encouraged include:

- Special circumstances or unique backgrounds.
- Certain scholarship programs or honors colleges.

- Situations where the student's personal circumstances may need clarification.

Before writing a parental recommendation, it's important to verify the college's policies to ensure the letter will be considered.

Sample Templates of College Recommendation Letters from Parents

Providing a well-structured sample can help parents craft compelling and sincere letters. Below are two sample templates—one formal and one more personal—to serve as guides.

Sample 1: Formal Parental Recommendation Letter

Dear Admissions Committee,

I am pleased to write this letter on behalf of my son/daughter, [Student's Name], who is applying to your esteemed institution. As a parent, I have had the privilege of witnessing [his/her] growth, resilience, and dedication over the years.

From a young age, [Student's Name] demonstrated a remarkable commitment to excellence, both academically and personally. Despite facing [mention any significant challenges, e.g., health issues, family hardships], [he/she] maintained a positive outlook and continued to strive for success. This resilience is a testament to [his/her] strong character and determination.

Academically, [Student's Name] has consistently excelled, earning top grades in challenging courses such as [list notable courses], and actively engaging in extracurricular activities like [list activities]. [He/She] has also shown leadership as [position held], demonstrating the ability to inspire and collaborate with peers.

Beyond academics, [Student's Name] is compassionate and community-oriented. [He/She] has volunteered with [organization], showing a genuine desire to make a difference. These qualities, combined with [his/her] intellectual curiosity, make [him/her] an ideal candidate for your college.

In closing, I wholeheartedly recommend [Student's Name] for admission to [College Name]. I am confident that [he/she] will contribute positively to your campus community and thrive in your academic environment.

Sincerely,

[Parent's Name]

[Contact Information]

Sample 2: Personal and Heartfelt Parental Recommendation Letter

Dear Admissions Committee,

I am honored to write this letter in support of my child, [Student?s Name], as [he/she] applies to your college. As a parent, I have watched [him/her] grow into a compassionate, driven, and resilient individual who is eager to embrace new challenges.

Throughout [his/her] life, [Student?s Name] has shown an unwavering commitment to personal growth. Whether it was overcoming [specific challenge], or dedicating countless hours to [hobby, volunteer work, or project], [he/she] consistently demonstrates perseverance and a genuine passion for learning. One moment that stands out was when [describe a specific event or achievement], which exemplifies [his/her] dedication and integrity.

[Student?s Name] is not only academically talented but also deeply empathetic. [He/She] has a natural ability to connect with others and often takes on leadership roles in community service projects like [name project or organization]. These experiences have reinforced [his/her] desire to contribute meaningfully to society.

I believe that [Student?s Name]?s positive attitude, resilience, and kindness will make [him/her] a valuable addition to your college community. I am confident that [he/she] will make the most of the opportunities available and continue to grow into a responsible and impactful individual.

Thank you for considering this application.

Warm regards,

[Parent?s Name]

[Contact Information]

Tips for Writing an Effective Parental Recommendation Letter

1. Be Honest and Sincere

Authenticity is key. Share genuine insights into your child?s personality, strengths, and areas for growth. Avoid exaggeration or overly generic statements.

2. Highlight Specific Examples

Use concrete anecdotes to illustrate qualities like leadership, perseverance, or compassion. Specific

stories make the letter memorable and credible.

3. Focus on Character and Personal Qualities

While academic achievements are important, emphasize traits such as integrity, resilience, teamwork, and motivation.

4. Keep the Tone Appropriate

Balance professionalism with warmth. The letter should reflect your sincere support while maintaining a respectful tone.

5. Follow College Guidelines

Check the application instructions for length, format, and whether the college accepts parental letters. Tailor your letter accordingly.

Conclusion

A well-crafted sample of college recommendation letters from parents can serve as a powerful tool in supporting a student's college application. By emphasizing personal qualities, sharing meaningful anecdotes, and maintaining an authentic tone, parents can help admissions committees see their children in a new light. Remember, the goal is to complement the student's academic and extracurricular records with a heartfelt testament to their character and potential. Whether you choose a formal or personal style, your words can make a significant difference in helping your child achieve their college dreams.

Sample of college recommendation letters from parents serve as a unique and heartfelt component of a student's application package. These letters offer admissions committees a window into the child's personal qualities, family values, and the supportive environment that has nurtured their development. Unlike teachers' or counselors' recommendations, parent letters tend to be more personal, emphasizing character, resilience, and the student's potential beyond academic metrics. Crafting an effective parent recommendation letter requires a delicate balance of genuine emotion, concrete examples, and professionalism. This article explores the key features, best practices, and potential pitfalls of writing and evaluating sample college recommendation letters from parents.

Understanding the Role of Parent Recommendation Letters in College Admissions

The Purpose and Significance

Parent recommendation letters serve as supplementary documents that can provide context about a student's background, family environment, and personal growth. While they are generally less common than teacher or counselor letters, some colleges and scholarship programs explicitly invite or accept them. The primary goal is to:

- Highlight the student's character, values, and interpersonal skills.
- Provide insight into the student's resilience, independence, and motivation.
- Showcase the family's support system and how it has contributed to the student's development.

When Are Parent Letters Appropriate?

Not all colleges or programs accept parent recommendation letters. They are more relevant in:

- Special circumstances (e.g., overcoming adversity, family challenges).
- When the student is from an underrepresented background or a non-traditional educational setting.
- Applications that allow for optional or additional recommendations.

Key Features of Effective Sample Parent Recommendation Letters

Personalization and Authenticity

A compelling parent letter is authentic and personalized. Generic or overly sentimental narratives tend to be less impactful. The letter should:

- Include specific anecdotes that illustrate the student's qualities.
- Reflect genuine observations rather than clichés.
- Demonstrate familiarity with the student's growth over time.

Focus on Character and Values

Admissions officers value insights into the applicant's character. The parent letter should:

- Highlight traits such as perseverance, integrity, empathy, and responsibility.
- Connect these traits to real-life situations or challenges the student has faced.

Balance of Emotional and Concrete Content

While emotional sincerity is vital, the letter should be grounded in concrete examples:

- Describe instances where the student demonstrated leadership, resilience, or compassion.
- Mention achievements that reflect their values and work ethic.

Professional Tone and Structure

A well-structured letter enhances credibility:

- Include an appropriate salutation and closing.
- Use clear paragraphs with a logical flow.
- Maintain a respectful, formal tone without being overly formal or distant.

Sample Outline of a Parent Recommendation Letter

- Introduction
- Parent's relationship to the student.
- Purpose of the letter.
- Brief overview of the student's strengths.
- Academic and Personal Qualities
- Specific examples of academic curiosity or discipline.
- Personal traits such as perseverance or kindness.
- Extracurricular and Leadership Involvement
- Participation in clubs, community service, or family initiatives.
- Leadership roles and impact.
- Overcoming Challenges

- Personal or family hardships faced and lessons learned.
- How these experiences have shaped the student.

- Conclusion

- Strong endorsement of the student's potential.
- Confidence in their ability to succeed in college.

Sample Parent Recommendation Letter Excerpts

Example 1: Emphasizing Character and Resilience

"From a young age, Emily has shown an unwavering commitment to her goals, often balancing multiple responsibilities with grace. During her sophomore year, despite her father's illness, she maintained her academic performance and volunteered extensively at our community center. Her resilience and compassion are qualities that will serve her well in college and beyond."

Example 2: Highlighting Leadership and Community Service

"As parents, we have watched James develop into a natural leader. Whether organizing neighborhood clean-ups or mentoring younger students, James demonstrates a proactive attitude and genuine concern for others. His dedication to service reflects his strong values and readiness to contribute to university life."

Pros and Cons of Including a Parent Recommendation Letter

Pros:

- Provides a personal perspective that complements academic recommendations.
- Highlights qualities like maturity, resilience, and family support.
- Can offer context for challenges faced and overcome.
- Demonstrates the student's character and values from a familial viewpoint.

Cons:

- Risk of perceived bias or lack of objectivity.
- May appear overly sentimental if not written professionally.

- Some admissions committees favor academic or counselor insights over parental views.
- Not all colleges accept or consider parent letters, limiting their usefulness.

Best Practices for Writing a Parent Recommendation Letter

- Be Specific: Use detailed anecdotes rather than vague praise.
- Maintain Professionalism: Keep the tone respectful and avoid overly emotional language.
- Focus on the Student: Center the content around the student's qualities and growth.
- Avoid Redundancy: Don't merely restate information from other parts of the application.
- Proofread Carefully: Ensure clarity, correctness, and professionalism.

Conclusion: Making the Most of Parent Recommendation Letters

Sample college recommendation letters from parents can be powerful tools when crafted thoughtfully. They offer a heartfelt perspective that humanizes the applicant, showcasing qualities that academic records alone may not reveal. When writing or evaluating such a letter, focus on authenticity, concrete examples, and a balanced tone. While they are not universally required or accepted, a well-written parent recommendation can reinforce the student's narrative, highlight their resilience, and underscore the supportive environment that fosters their success. Ultimately, these letters, when used appropriately, can complement other application components to present a comprehensive picture of the applicant's potential for college achievement.

Question What should parents include in a college recommendation letter to make it impactful? Parents should highlight their child's strengths, character, academic achievements, extracurricular activities, and personal qualities, providing specific examples to support their claims. **Answer** Are sample college recommendation letters from parents available online? Yes, many educational websites and college prep resources offer sample letters from parents that can serve as templates or inspiration for writing your own. How long should a parent's college recommendation letter typically be? A well-crafted recommendation letter is usually about one to two pages, concise yet detailed enough to provide meaningful insights into the student's personality and accomplishments. What are common mistakes parents should avoid in their recommendation letters? Parents should avoid generic statements, exaggerations, negative comments, or overly personal information that isn't relevant to the student's academic or personal qualifications. Can sample letters from parents help in tailoring a personalized recommendation? Yes, reviewing sample letters can help parents understand the tone and structure, allowing them to craft a personalized and compelling recommendation that authentically reflects their child's strengths. Is it appropriate for parents to include anecdotes in their college recommendation letters? Absolutely, including specific anecdotes can provide vivid examples of the student's qualities, making the recommendation more memorable and convincing for admissions committees.

Related keywords: college recommendation letter sample, parent recommendation letter, parent letter for college, sample parent college letter, parent endorsement letter, college application recommendation, parent reference letter, sample college recommendation from parent, parent support letter, college admission letter from parents

Neutral recommendation letter sample

neutral recommendation letter sample

A neutral recommendation letter serves as an objective and balanced assessment of an individual's skills, character, and qualifications. Unlike highly enthusiastic or critical letters, a neutral recommendation aims to provide a fair, honest, and impartial evaluation, often necessary in situations where the recommender wants to maintain professionalism or when the candidate's qualities are moderate but still noteworthy. Whether you're writing a letter for a colleague, student, or employee, understanding how to craft a neutral recommendation can significantly impact the recipient's opportunities without overpromising or underrepresenting their abilities.

In this article, we will explore what constitutes a neutral recommendation letter, provide a detailed sample, and offer practical tips to help you draft an effective and professional letter that meets SEO standards.

Understanding the Purpose of a Neutral Recommendation Letter

A neutral recommendation letter plays a crucial role in various contexts, such as:

- Job applications where the candidate is suitable but not exceptional
- Academic admissions for students with average performance
- Internship or volunteer positions requiring a balanced perspective
- Professional references where a more cautious endorsement is warranted

Its primary purpose is to provide honest insight into the individual's qualifications without exaggeration, ensuring that the reader receives a realistic picture. This type of letter helps decision-makers make informed choices based on balanced information.

Key Elements of a Neutral Recommendation Letter

A well-structured neutral recommendation letter typically includes the following components:

1. Introduction

- State your relationship with the candidate
- Mention your position and context of writing
- Clearly specify the purpose of the letter

2. Objective Evaluation

- Highlight the candidate's relevant skills and experience
- Mention specific examples or observations
- Be honest about both strengths and areas for improvement

3. Balanced Assessment

- Avoid overly positive or negative language
- Use neutral, professional tone
- Emphasize facts over opinions

4. Conclusion

- Summarize the overall impression
- Offer a neutral recommendation, such as "suitable for consideration"
- Provide contact information for further inquiries

Sample Neutral Recommendation Letter

Below is a comprehensive example of a neutral recommendation letter, which you can adapt based on specific circumstances:

``plaintext

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to provide a neutral recommendation for [Candidate's Name], who has applied for the [Position/Program] at [Organization/Institution]. I have known [Candidate's Name] for [duration] in my capacity as [Your Position], during which I supervised their work as [Candidate's role or relationship].

Throughout our association, [Candidate's Name] demonstrated consistent punctuality and a professional demeanor. They possess a solid understanding of [relevant skills or knowledge], and have contributed to projects such as [specific project or task], where they showed competence in [specific skills].

While [Candidate's Name] has maintained satisfactory performance, they generally require guidance in [area of improvement], and their ability to work independently varies depending on the complexity of the task. They are capable of collaborating effectively within a team setting and tend to adhere to established procedures.

In summary, [Candidate's Name] exhibits qualities that make them a suitable candidate for consideration within their field. They are dependable and possess a reasonable level of skill necessary for the [Position/Program]. I believe they can benefit from further development and experience.

Please feel free to contact me at [your contact information] if you require additional information or clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

...

Tips for Writing an Effective Neutral Recommendation Letter

To ensure your neutral recommendation letter is impactful and professional, consider the following tips:

- **Be Honest and Objective:** Present facts and observations without embellishment or undue criticism.
- **Use Clear and Concise Language:** Avoid jargon and ambiguous statements; be straightforward.
- **Highlight Relevant Skills:** Focus on qualities that align with the opportunity the candidate is pursuing.
- **Avoid Overly Positive or Negative Phrases:** Maintain a balanced tone throughout the letter.
- **Include Specific Examples:** Support your statements with concrete instances to add credibility.
- **Proofread Carefully:** Ensure the letter is free of grammatical errors and typos.

SEO Optimization for Neutral Recommendation Letters

When creating content around "neutral recommendation letter sample," it's essential to optimize for search engines to reach your target audience effectively. Here are some SEO tips:

- Use the keyword phrase "neutral recommendation letter sample" naturally within the content, especially in headings and the opening paragraph.
- Incorporate related keywords such as "recommendation letter template," "professional reference letter," and "balanced recommendation sample."
- Structure your content with clear headings (

,

) to improve readability and SEO.

- Add relevant internal links to related topics, such as how to write a recommendation letter or tips for professional references.
- Use bullet points and lists to organize tips and key points, enhancing user engagement and SEO ranking.
- Include meta descriptions and alt texts if publishing on a website to increase visibility.

Conclusion

A neutral recommendation letter sample is a vital tool for providing an honest, balanced assessment of an individual's capabilities. Whether for employment, academic admission, or professional opportunities, crafting such a letter requires honesty, clarity, and professionalism. By following the outlined structure, including specific examples, and maintaining a balanced tone, you can create an effective recommendation that assists the candidate without overstating or understating their qualifications.

Remember, the goal is to support the individual appropriately while maintaining your credibility as a recommender. With practice and attention to detail, your neutral recommendation letters can serve as valuable documents that facilitate fair and informed decision-making.

By implementing these guidelines and utilizing the sample provided, you can confidently write a comprehensive, professional, and SEO-optimized neutral recommendation letter.

Neutral Recommendation Letter Sample: A Comprehensive Guide for Crafting Balanced Endorsements

In the realm of professional and academic pursuits, recommendation letters serve as vital tools that provide insights into an individual's capabilities, character, and potential. Among these, a neutral recommendation letter sample stands out as a balanced, objective endorsement that emphasizes strengths without overstatement or undue praise. Such letters are often preferred in contexts where a fair, unbiased view is necessary—be it for academic admissions, job applications, or internship opportunities. This article explores the essential components of a neutral recommendation letter, offers sample structures, and provides practical tips to craft an effective, reader-friendly endorsement.

Understanding the Purpose of a Neutral Recommendation Letter

A recommendation letter functions as a testimonial, offering third-party validation of an individual's qualifications. While some letters may lean toward enthusiastic endorsements, a neutral

recommendation strikes a careful balance, presenting facts and observations without exaggeration or undue optimism. It aims to:

- Provide an honest, factual assessment of the candidate's skills, work ethic, and character.
- Highlight both strengths and areas for growth, if relevant.
- Maintain credibility and integrity, especially in situations where the recommender might not be fully familiar with every aspect of the candidate's abilities.

In educational or professional contexts, a neutral recommendation can serve as a trustworthy document that supports the applicant's case without raising concerns about bias or overstatement.

Key Components of a Neutral Recommendation Letter

A well-structured, neutral recommendation letter typically includes the following sections:

- Introduction
- Purpose and relationship: Clearly state the purpose of the letter and how the recommender knows the candidate.
- Context: Mention the duration and nature of the relationship—class instructor, supervisor, mentor, etc.
- Objective Evaluation of Skills and Qualifications
- Academic or professional performance: Describe the candidate's relevant skills, work ethic, and accomplishments.
- Specific examples: Support statements with factual, observable instances.
- Balanced perspective: Mention strengths alongside opportunities for improvement, if appropriate.
- Personal Attributes and Character
- Interpersonal skills: Communication, teamwork, adaptability.
- Work ethic: Reliability, punctuality, responsibility.

- Integrity and professionalism: Honesty, respectfulness.
- Conclusion
- Summary of candidacy: Restate the candidate's suitability based on observed qualities.
- Recommendation stance: Use neutral language such as 'suitable,' 'appropriate,' or 'well-qualified,' avoiding overly enthusiastic phrases.
- Invitation for further contact: Offer to provide additional information if desired.

Sample Structure of a Neutral Recommendation Letter

Below is a typical outline for a neutral recommendation letter, which can be tailored to specific contexts:

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Contact Information]

[Date]

To Whom It May Concern,

I am pleased to write this letter of recommendation for [Candidate's Name], whom I have known for [duration] in my capacity as [your relationship, e.g., professor, supervisor].

During this period, I have observed [Candidate's Name] perform [specific tasks or roles], demonstrating [mention relevant skills or qualities]. While [he/she/they] approach tasks with diligence and professionalism, I also note areas where further development could be beneficial, such as [mention any constructive feedback, if appropriate].

[Candidate's Name] has shown consistent reliability and maintains a respectful demeanor in professional and academic settings. [He/She/They] communicate effectively with peers and supervisors, and adapt reasonably well to new challenges. Based on my observations, I believe [he/she/they] possesses the foundational qualities necessary for [target position, program, or opportunity].

Please feel free to contact me at [contact details] should you require additional information.

Sincerely,

[Your Name]

[Your Position]

Practical Tips for Writing a Neutral Recommendation Letter

To ensure your letter remains balanced, consider the following best practices:

- Stick to facts: Focus on specific, measurable observations rather than vague praise.
- Use measured language: Words like "competent," "adequate," "consistent," or "reliable" convey neutrality.
- Avoid superlatives: Phrases like "exceptional" or "outstanding" may suggest bias; instead, opt for more moderate descriptors.
- Mention both strengths and weaknesses: If appropriate, briefly acknowledge areas for growth to maintain credibility.
- Keep tone professional and objective: Steer clear of overly emotional or personal language.
- Tailor content to the context: Emphasize qualities most relevant to the opportunity.

Examples of Neutral Phrases for Recommendation Letters

Positive, neutral descriptors:

- "Demonstrates a solid understanding of?"
- "Consistently meets expectations in?"
- "Shows an ability to adapt to new situations."
- "Maintains professional conduct in various settings."
- "Displays a reliable work ethic."

Constructive or moderate phrases:

- "Has room for further development in?"
- "Could benefit from additional experience in?"
- "Occasionally requires guidance in complex tasks."
- "Works well independently but can improve in?"

- ?Has demonstrated competence, though continued growth is possible.?

When and Why to Use a Neutral Recommendation Letter

Situations favoring neutrality include:

- When the recommender has limited direct experience with the candidate.
- When the purpose is to provide an honest, unbiased assessment.
- When the applicant's performance has been satisfactory but not extraordinary.
- When the institution or employer requests a balanced evaluation to avoid perceptions of favoritism.

Advantages of a neutral recommendation:

- Maintains the integrity and credibility of the endorsement.
- Provides a realistic, fair portrait that can be trusted by decision-makers.
- Helps the candidate avoid the pitfalls of overpromising or overselling their abilities.

Final Thoughts: Crafting a Reader-Friendly, Balanced Recommendation

Writing a neutral recommendation letter sample is both an art and a science. It requires the writer to objectively assess the candidate's qualities while maintaining clarity and professionalism. A well-crafted, balanced endorsement can significantly influence admission or hiring decisions by providing a credible, fair perspective.

Remember that the ultimate goal is to support the candidate's aspirations without exaggeration, thus fostering trust and integrity. By focusing on concrete observations, using measured language, and presenting a comprehensive picture—including strengths and areas for growth—a neutral recommendation letter becomes a powerful, credible document that respects both the applicant and the reader.

In Summary

- A neutral recommendation letter provides an honest, balanced evaluation.
- Key components include introduction, objective assessment, personal attributes, and conclusion.
- Use factual language, moderate descriptors, and avoid exaggeration.
- Tailor content to the specific context and purpose.

- Such letters uphold credibility and serve as trustworthy endorsements.

Whether you are an educator, supervisor, or colleague, mastering the art of writing a neutral recommendation letter ensures your support is both credible and impactful, helping candidates advance their goals with integrity.

Question What is a neutral recommendation letter sample? A neutral recommendation letter sample is a template that provides a balanced and objective evaluation of an individual's skills, qualities, and performance without overly positive or negative language. When should I use a neutral recommendation letter sample? Use a neutral recommendation letter sample when you want to provide an unbiased assessment, such as for employment, academic admissions, or professional memberships, especially when you have limited information or want to maintain neutrality. What are the key components of a neutral recommendation letter sample? Key components include an introduction of the relationship, objective description of skills and qualifications, specific examples, and a balanced closing statement without overly enthusiastic praise. How do I ensure my recommendation letter remains neutral? To keep the letter neutral, focus on factual information, avoid subjective opinions, use measured language, and highlight both strengths and areas for improvement if appropriate. Can a neutral recommendation letter be effective? Yes, a well-written neutral recommendation letter can be effective by providing credible, balanced insights that help the recipient make informed decisions without bias. Are there any templates available for neutral recommendation letters? Yes, numerous templates are available online that can be adapted to create a neutral recommendation letter tailored to specific situations. What language should I avoid in a neutral recommendation letter? Avoid overly positive adjectives like 'outstanding' or 'exceptional,' as well as negative language or subjective opinions that could bias the assessment. How should I customize a neutral recommendation letter sample? Customize it by adding specific details about the individual's qualifications, experiences, and the context of your relationship, while maintaining an objective tone. Is it appropriate to mention weaknesses in a neutral recommendation letter? Yes, mentioning relevant areas for growth or minor weaknesses can add credibility and balance to the letter, provided it is done tactfully and professionally. Where can I find free neutral recommendation letter samples? You can find free samples on educational and professional websites, career advice platforms, and template repositories such as Microsoft Office templates or Canva.

Related keywords: recommendation letter sample, neutral reference letter, objective recommendation template, unbiased letter of recommendation, professional recommendation example, formal reference letter, generic recommendation letter, sample neutral endorsement, balanced recommendation format, neutral character reference

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