

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Institution/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to recommend [Student's Name] for [specific program, scholarship, position, etc.]. As [his/her/their] [teacher/professor/mentor] at [Your Institution], I have had the opportunity to observe [his/her/their] growth and development over the past [duration].

[Student's Name] has consistently demonstrated [specific qualities or skills related to the program or position, e.g., leadership, dedication, critical thinking]. One example of this was when [give a specific example or anecdote that illustrates the student's abilities and strengths]. In addition to [his/her/their] academic capabilities, [Student's Name] is also [mention any relevant extracurricular activities, volunteer work, or personal attributes]. This has given [him/her/them] a well-rounded profile that I believe will contribute greatly to [specific program, scholarship, position, etc.].

I wholeheartedly believe that [Student's Name] would be an excellent fit for [specific program, scholarship, position, etc.]. [He/She/They] has my strongest recommendation, and I am confident that [he/she/they] will excel and make a positive impact.

Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]