

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program, scholarship, opportunity, etc.]. As [his/her/their] [teacher, advisor, etc.] in [subject or course] at [Your Institution/Organization], I have had the pleasure of observing [Student's Name]'s [qualities such as dedication, intelligence, creativity] over the past [duration].

[Student's Name] has demonstrated [specific skills or achievements], including [specific example]. This experience shows [his/her/their] ability to [related skills or qualities].

In addition, [Student's Name] is known for [additional qualities, such as teamwork, leadership, etc.], which are evident in [specific example or interaction].

I am confident that [Student's Name] will bring the same level of [qualities] and passion to [program, scholarship, etc.] as [he/she/they] has shown during [his/her/their] time at [Your Institution/Organization]. Thank you for considering this remarkable student. I am happy to provide further information if needed.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]