

[Your Name]
[Your Title/Position]
[Your Institution]
[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, position, etc.]. I have had the pleasure of teaching/working with [him/her/them] in [Course/Program Name] during [Time Period] at [Your Institution].

[Student's Name] has demonstrated [specific qualities, skills, or accomplishments] such as [examples]. These attributes make [him/her/them] an excellent candidate for [program/scholarship/opportunity].

In addition to [his/her/their] academic strengths, [Student's Name] has also shown [other relevant qualities, such as leadership, teamwork, etc.]. For instance, [provide an example or anecdote to illustrate these qualities].

I am confident that [Student's Name] will excel in [program/opportunity] and make valuable contributions. I wholeheartedly support [his/her/their] application and believe that [he/she/they] will be a great asset to your [program/scholarship].

Thank you for considering this recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Institution]