

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

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program, scholarship, etc.] at [College/University Name]. I have had the pleasure of working with [Student's Name] for [duration] in my capacity as [Your Position] at [Your Institution].

During this time, I have been impressed by [Student's Name]'s [quality or skill, e.g., dedication, academic performance, leadership abilities].

[Provide specific examples of their accomplishments or contributions].

Furthermore, [Student's Name] demonstrates a strong commitment to [relevant area, e.g., community service, academic pursuits]. Their [specific qualities, e.g., resilience, creativity] set them apart from their peers.

I am confident that [Student's Name] will bring the same level of [attributes] to [College/University Name] and will excel in [program/area of study].

I highly recommend [Student's Name] without reservation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution]