

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

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program, scholarship, admission, etc.]. I have had the pleasure of teaching [him/her/them] in [subject/class] during [time period] at [Your School], and I have been continually impressed by [his/her/their] [specific qualities/skills].

[Provide examples of the student's achievements, character, and contributions to the school/community. Describe their strengths, work ethic, and any relevant experiences].

I am confident that [Student's Name] will excel in [specific program, school, etc.] and contribute positively to [Recipient's School/Program]. I highly recommend [him/her/them] without reservation.

Should you have any questions or require further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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