

[Your Name]
[Your Position]
[Your School/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, e.g., a scholarship, position, program] at [Institution/Organization]. I have had the pleasure of working with [him/her/them] for [duration], during which [he/she/they] exhibited [specific qualities, skills, or accomplishments].

[In this paragraph, provide specific examples of the candidate's strengths, contributions, or achievements that relate to the opportunity.]

[In another paragraph, discuss the candidate's character, work ethic, and any relevant experiences that set them apart from others.]

I am confident that [Candidate's Name] will bring the same dedication, passion, and excellence to [this opportunity]. [He/She/They] would be an asset to any [school/program/organization].

Thank you for considering this recommendation. Please feel free to contact me if you require any more information.

Sincerely,

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