

[Your Name]
[Your Title]
[School's Name]
[School's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [Purpose of Recommendation, e.g., college admission, scholarship, etc.]. As the principal of [School's Name], I have had the pleasure of knowing and working with [Student's Name] for [duration] and can attest to their [qualities, skills, or achievements].

[Paragraph 1: Describe the relationship with the student, their character, and any relevant accomplishments.]

[Paragraph 2: Discuss specific skills, contributions, or experiences that make the student stand out.]

[Paragraph 3: Conclude with a strong endorsement and offer further communication if needed.]

Thank you for considering [Student's Name]. I believe they will be an excellent [candidate/student] and contribute positively to [Institution's Name].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]
[School's Name]