

[Your Name]
[Your Position]
[Your Institution]
[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, or position] at [Institution/Organization]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [professor/advisor/supervisor] in [course or context].

During this time, [he/she/they] has consistently demonstrated [specific qualities/skills, e.g., strong analytical abilities, creativity, leadership, etc.]. [Provide a brief example or anecdote that illustrates these qualities].

[Student's Name]'s [academic achievements, projects, or contributions] further exemplify [his/her/their] dedication to [field of study or relevant area]. [Add another example of their work or performance].

I am confident that [Student's Name] will be a valuable addition to [Institution/Organization], bringing [specific attributes or experiences]. I strongly endorse [his/her/their] application, and I believe [he/she/they] will excel in [specific program/role].

Thank you for considering this recommendation. If you require any further information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Institution]
[Your Contact Information]