

[Your Name]
[Your Position]
[Your Institution/Company]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Institution/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Student's Name], who has been a student in my [specific course or program] at [Institution Name]. During the [duration of time] that I have known [him/her/them], [he/she/they] has consistently demonstrated [specific qualities, skills, or achievements].

[Provide specific examples of the student's strengths, skills, and contributions. Include anecdotes that highlight the student's abilities, work ethic, creativity, teamwork, etc.]

[Student's Name] has shown great enthusiasm for [specific area of study or project], and I am confident that [he/she/they] will excel in future endeavors. [He/She/They] has a unique ability to [specific skill or trait], which will undoubtedly be valuable in [future academic or career goals].

I wholeheartedly recommend [Student's Name] for [program, opportunity, or position] and believe that [he/she/they] will be a great asset to your [institution/program/company]. Please feel free to contact me at [your email/phone number] should you require any further information.

Sincerely,

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