

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Institution/Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for
[position/program/opportunity] at [Institution/Company]. I have had the
pleasure of teaching [him/her/them] in [course name or project] during
[time period], where [he/she/they] demonstrated [describe qualities or
achievements].

Throughout the course, [Student's Name] exhibited [specific skills or
characteristics], particularly in [give examples]. [He/She/They]
consistently [describe work ethic, teamwork, leadership skills, etc.].
Moreover, [Student's Name] contributed to [any projects, group work, or
extracurricular activities], showcasing [his/her/their] ability to
[mention any relevant skills related to the opportunity].

I am confident that [Student's Name] will bring the same dedication and
excellence to [position/program/opportunity]. I highly recommend
[him/her/them] without reservation.

Please feel free to contact me at [your phone number or email] if you
require further information.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Company]