

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for transfer to [Recipient's School Name]. As [his/her/their] [Subject/Grade] teacher at [Your School Name], I have had the pleasure of teaching [Student's Name] for [duration] and have witnessed [his/her/their] significant growth and dedication.

[Student's Name] demonstrates exceptional [qualities/skills such as academic performance, leadership, teamwork, etc.]. [He/She/They] has shown a strong commitment to [specific subjects/activities], excelling in [describe achievements or projects]. Moreover, [he/she/they] is actively involved in [extracurricular activities], showcasing [his/her/their] ability to balance academics and interests effectively.

In addition to [his/her/their] academic capabilities, [Student's Name] is a [positive personal traits/qualities like responsible, respectful, kind] individual who interacts well with peers and teachers alike.

[He/She/They] has a positive attitude and is always willing to help others, making [him/her/them] a valued member of our school community. I believe that [Recipient's School Name] will provide [Student's Name] with the opportunities [he/she/they] seeks for continued growth and success. I wholeheartedly support [his/her/their] application for transfer and am confident that [he/she/they] will make a positive contribution to your school.

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

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your School Name]