

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for [program, scholarship, internship, etc.]. As [his/her/their] [teacher, professor, advisor, etc.] at [Your Institution] for [duration], I have had the pleasure of witnessing [his/her/their] remarkable growth and dedication. [Student's Name] has consistently demonstrated [qualities such as hard work, enthusiasm, leadership, etc.]. [He/She/They] not only excelled in [specific subjects or projects], but also showed [specific skills or traits, e.g., teamwork, problem-solving].

One of [Student's Name]'s notable achievements was [specific example], which showcased [his/her/their] ability to [what the achievement demonstrates]. [Student's Name] has also been involved in [extracurricular activities, volunteer work, etc.], highlighting [his/her/their] commitment to [community, field of study, etc.].

I am confident that [Student's Name] will bring the same passion and determination to [the opportunity being applied for]. [He/She/They] possess the skills and mindset necessary to thrive and contribute positively.

If you have any further questions, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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