

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

To Whom It May Concern,

I am pleased to recommend [Student's Name] for [specific program, scholarship, or opportunity] in your esteemed institution/organization.

As [his/her/their] [Your Relationship, e.g., teacher, principal, counselor] at [School Name], I have had the pleasure of knowing [him/her/them] for [duration].

During this time, I have been impressed with [Student's Name]'s academic performance, particularly in [specific subjects or areas]. [He/She/They] consistently demonstrates a strong work ethic, intellectual curiosity, and a willingness to go the extra mile. [Provide an example illustrating these qualities].

In addition to [his/her/their] academic prowess, [Student's Name] is an active participant in [extracurricular activities, community service, etc.]. [He/She/They] has demonstrated [leadership qualities, teamwork, initiative, etc.] by [providing a specific example], which speaks to [his/her/their] character and commitment to [specific values].

I have no doubt that [Student's Name] will excel in [mention the opportunity or field] due to [his/her/their] dedication and passion. I strongly support [his/her/their] application and believe that [he/she/they] would be a valuable addition to your [program/institution]. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

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