

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Student's Name] for [specific program, scholarship, position, etc.]. I have had the pleasure of teaching/working with [him/her/them] for [duration of time] in the capacity of [your relationship to the student, e.g., teacher, advisor].

During this time, I have been impressed by [Student's Name]'s [qualities/skills, e.g., dedication, creativity, leadership]. For instance, [provide specific example or anecdote that illustrates the qualities mentioned].

[Student's Name] has consistently demonstrated [mention any relevant skills or achievements]. [He/She/They] has shown a remarkable ability to [describe relevant abilities or experiences].

I am confident that [Student's Name] will excel in [specific program, scholarship, position, etc.], and will bring the same diligence and passion as [he/she/they] has shown in my class.

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email address] if you need further information.

Sincerely,

[Your Name]
[Your Title/Position]