

[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 recommend [Student's Name] for [specific program, scholarship, position, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [teacher/advisor/mentor] in [subject/class/activity].

Throughout this time, [Student's Name] has consistently demonstrated [describe qualities, skills, or achievements]. [Provide specific examples or anecdotes that illustrate these qualities].

[Student's Name] possesses [mention relevant skills or attributes] that I believe will make [him/her/them] a valuable addition to [program or position]. [He/She/They] is not only [describe attributes] but also [mention any other relevant experiences or contributions].

I am confident that [Student's Name] will excel in [his/her/their] future endeavors and make a significant impact in [mention relevant field or context]. I highly recommend [him/her/them] for [specific opportunity].

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]