

[Your Name]  
[Your Position/Title]  
[Your Institution/School]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],  
Subject: Commendation for [Student's Name]

I am pleased to take this opportunity to commend [Student's Name] for their outstanding achievements and contributions during the recent academic year.

[Insert a brief paragraph highlighting specific accomplishments, skills, or attributes of the student, using examples to illustrate their hard work and dedication.]

[Student's Name] has consistently demonstrated [specific qualities, such as leadership, perseverance, or academic excellence], which sets them apart from their peers. Their [mention any projects, initiatives, or coursework] has made a significant impact on our school community. We are proud to have [Student's Name] as a part of our institution, and I am confident that they will continue to excel and contribute positively to future endeavors.

Please join me in congratulating [Student's Name] on this well-deserved recognition.

Sincerely,

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