

[Your Name]  
[Your Position]  
[Your Institution/Company]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution/Company]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific opportunity, e.g., internship, job position, scholarship]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship, e.g., teacher, supervisor] at [Institution/Company Name]. During this time, [Student's Name] has demonstrated exceptional qualities such as [mention specific skills, qualities, or experiences relevant to the opportunity]. [He/She/They] consistently [describe specific achievements or contributions].

I am confident that [Student's Name] will bring the same level of dedication and commitment to your [program/organization] that [he/she/they] has shown in [his/her/their] time at [Institution/Company Name]. I strongly endorse [his/her/their] application, and I believe [he/she/they] will be a valuable addition to your team.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution/Company]