

[Your Name]
[Your Position/Title]
[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 wholeheartedly recommend [Student's Name] for [specific position, program, or opportunity] at [institution or organization name]. I have had the pleasure of teaching and mentoring [Student's Name] in [Course/Program Name] during [time period].

Throughout the course, [Student's Name] consistently demonstrated [mention specific qualities such as intelligence, motivation, creativity, teamwork, etc.]. [He/She/They] excelled in [specific projects, assignments, or tasks] which highlights [his/her/their] capability to [relevant skills or attributes].

[Provide specific examples of achievements or contributions made by the student that are relevant to the opportunity being pursued.]

In addition to [his/her/their] academic performance, [Student's Name] has shown remarkable qualities such as [leadership, commitment, etc.], making [him/her/them] not only an exceptional student but also a valued member of our academic community.

I am confident that [Student's Name] will bring the same determination and excellence to [specific position, program, or opportunity] and flourish in [his/her/their] future endeavors.

Please feel free to contact me at [your phone number] or [your email address] if you need any further information or specific anecdotes regarding [Student's Name].

Sincerely,

[Your Name]
[Your Title/Position]