

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

[Recipient's Name]  
[Recipient's 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, or opportunity] at [Institution/Organization]. I have had the pleasure of teaching [him/her/them] in [Course Name] during [Year/Term], where [he/she/they] demonstrated exceptional [skills/qualities relevant to the opportunity].

[Student's Name] has shown remarkable [list specific skills or attributes, e.g., analytical skills, dedication, creativity], and consistently [provide an example of an achievement or contribution].

[He/She/They] was particularly impressive in [describe a specific project, paper, or activity], which resulted in [describe the outcome or significance].

In addition to [his/her/their] academic achievements, [Student's Name] has been involved in [mention any extracurricular activities, volunteer work, or leadership roles]. This involvement illustrates [his/her/their] commitment to [relevant field or community].

I am confident that [Student's Name] will bring [his/her/their] passion and expertise to [specific program or opportunity] and contribute positively to [Institution/Organization]. I wholeheartedly recommend [him/her/them] without reservation.

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

Sincerely,

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