

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

[Admissions Office]  
[College/University Name]  
[College/University Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to recommend [Student's Name] for admission to [College/University Name]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [teacher/counselor/advisor] at [School/Organization Name].

Throughout this time, I have been impressed by [Student's Name]'s [mention specific qualities, skills, or accomplishments]. [Provide examples of achievements or character traits that support the positive recommendation.]

[Student's Name] exhibits a strong commitment to [mention relevant field, community service, leadership, etc.], demonstrating [his/her/their] ability to [explain how these qualities will benefit them in college]. [Additional examples or anecdotes that highlight the student's strengths.]

In conclusion, I firmly believe that [Student's Name] would be a remarkable addition to your academic community. [He/She/They] possesses the drive, intellect, and passion necessary to thrive at [College/University Name].

Thank you for considering this application. If you have any questions or need further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title]