

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Institution/Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific opportunity, e.g., an internship, graduate program]. As [his/her/their] [professor/mentor/supervisor] at [Your Institution/Company], I have had the pleasure of working with [Student's Name] for [duration] in [context, e.g., courses, projects].

During this time, I have been consistently impressed with [his/her/their] ability to [specific skills or traits, e.g., solve complex engineering problems, engage in teamwork, display innovative thinking]. One notable project that highlights [his/her/their] capabilities was [describe a specific project or experience]. In this project, [he/she/they] [explain contributions and outcomes].

[Student's Name] also demonstrates excellent [soft skills, e.g., communication, leadership, time management]. [Provide an example of how they showcased these skills]. These attributes will serve [him/her/them] well in [specific opportunity they are applying for].

I have no doubt that [Student's Name] will excel in [his/her/their] future endeavors. [He/She/They] has my highest recommendation, and I am confident [he/she/they] will make a valuable addition to your program.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]