

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Student's Name] for [program, position, or opportunity] at [Institution/Organization Name]. As [his/her/their] professor in [Course Name] during [semester/year], I had the pleasure of witnessing [his/her/their] dedication, intelligence, and passion for [subject] firsthand.

[Student's Name] demonstrated remarkable [specific qualities or skills, e.g., analytical skills, leadership, teamwork, etc.] throughout the course. One instance that particularly stands out is when [specific example or anecdote that highlights the student's strengths]. This not only exemplified [his/her/their] capacity for [specific skill or attitude], but also showed [his/her/their] ability to [related quality or skill].

In addition to [his/her/their] academic achievements, [Student's Name] was also actively involved in [any extracurricular activities, research projects, or relevant experiences]. [Provide a brief description of involvement and impact].

I am confident that [Student's Name] will bring the same enthusiasm and diligence to [program, position, or opportunity] as [he/she/they] has in my class. I strongly endorse [his/her/their] application and believe [he/she/they] would be a valuable asset to your [program/team].

Please feel free to contact me at [phone number] or [email address] if you have any questions.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Department Name]  
[Institution Name]  
[Address]  
[City, State, Zip Code]