

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for the [specific program or exchange opportunity] at [Institution/Program Name]. I have had the pleasure of teaching [him/her/them] in [Subject/Course Name] during the [time period], and I believe [he/she/they] will be an excellent addition to your program.

[Student's Name] has consistently demonstrated a strong commitment to [his/her/their] academic pursuits, showcasing [specific qualities or skills, e.g., critical thinking, creativity, work ethic]. Moreover, [he/she/they] possesses exceptional interpersonal skills, which allows [him/her/them] to collaborate effectively with peers and engage with diverse perspectives.

During [his/her/their] time in my class, [Student's Name] has [describe specific achievements, projects, or experiences relevant to the exchange]. [He/She/They] displayed [character traits, e.g., dedication, curiosity] that set [him/her/them] apart from other students. I firmly believe that [his/her/their] participation in [Institution/Program Name] will not only enhance [his/her/their] own learning experience but will also contribute positively to the community.

In addition to [his/her/their] academic talents, [Student's Name] has also been involved in [extracurricular activities, volunteer work, leadership roles], which has further developed [his/her/their] skills in [list relevant skills or areas]. [He/She/They] is truly a well-rounded individual who is ready for this international experience.

I wholeheartedly support [Student's Name]'s application for the [specific program or exchange opportunity] and am confident that [he/she/they] will thrive in the new environment, gaining valuable insights and broadening [his/her/their] horizons.

Please feel free to contact me if you require any further information or specific examples of [Student's Name]'s work and character.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Institution]