

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

Dear [Recipient Name],

I am writing to support [Applicant's Name] in their application to [College/University Name] for the [specific program or degree]. As [Your Relationship to Applicant, e.g., teacher, counselor, mentor], I have had the privilege of knowing [Applicant's Name] for [duration of time] and have witnessed their [skills/qualities].

[In this paragraph, describe the applicant's achievements, skills, and characteristics that make them a strong candidate. Include specific examples that highlight their academic performance, leadership abilities, or community involvement.]

[In this paragraph, discuss the applicant's character and work ethic. Mention any challenges they have overcome or their commitment to their goals.]

In conclusion, I highly recommend [Applicant's Name] for admission to [College/University Name]. I am confident that they will not only excel academically but also contribute positively to your campus community. Thank you for considering this application. 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]  
[Your Institution]