

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

Dear Members of the Admissions Committee,

I am writing to recommend [Applicant's Name] for admission to [College/University Name]. As [Your Relationship to the Applicant, e.g., their teacher, employer, etc.] for [Duration of Time], I have had the pleasure of witnessing their growth, dedication, and passion in [relevant subject or activity].

[In this paragraph, provide specific examples of the applicant's strengths, achievements, and character traits. Discuss their academic performance, contributions to extracurricular activities, and any notable projects or accomplishments.]

[Consider including a personal anecdote that illustrates the applicant's qualities and potential. Explain how they stand out from their peers.]

I am confident that [Applicant's Name] will bring [positive qualities such as leadership, creativity, enthusiasm, etc.] to [College/University Name]. Their [mention skills or attributes relevant to the college's environment or programs] will help them thrive in the academic atmosphere and contribute meaningfully to the campus community.

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

Thank you for considering this outstanding candidate.

Sincerely,

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