

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],
I am writing to recommend [Student's Name] for [specific program, award, or purpose].

[Provide a brief introduction of the student and your relationship to them.]

[Discuss the student's achievements, strengths, and relevant experiences.]

[Include any specific examples that highlight the student's skills or character.]

I have no doubt that [Student's Name] will excel in [mention the program or opportunity] and contribute positively to the [school/community/organization].

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position/Relationship to Student]