

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

[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program, position, or opportunity] at Fort Valley State University. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [your position] at [your institution].

During this time, [Student's Name] has demonstrated exceptional [qualities or skills related to the opportunity, e.g., leadership, dedication, academic performance]. [He/She/They] has consistently [provide specific examples of achievements or contributions].

[Student's Name] is particularly adept at [specific skill or trait], which I believe will greatly benefit [his/her/their] success at FVSU.

[Include additional details about the student's qualifications or character].

I strongly believe that [Student's Name] would be an excellent addition to [specific program or opportunity], and I wholeheartedly recommend [him/her/them] for this opportunity.

If you have any questions or require further information, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]
[Your Title]
[Your Institution]