

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program/opportunity] at FVCC. I have had the pleasure of working with [him/her/them] for [duration of time] in my role as [your job title] at [your organization/institution].

During this time, I have been consistently impressed by [his/her/their] [mention specific qualities or skills, e.g., dedication, intelligence, creativity]. [Student's Name] has demonstrated [specific accomplishments or contributions].

[Provide a detailed example of the student's strengths or achievements]. I believe that [his/her/their] [skills, passion, and character traits] would make [him/her/them] an excellent candidate for [specific program/opportunity]. I have no doubt that [Student's Name] will bring the same level of [specific attributes, e.g., enthusiasm, diligence] to FVCC as [he/she/they] has shown in [his/her/their] time with us.

Please feel free to contact me at [your phone number] or [your email address] if you need further information or specific examples.

Sincerely,

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