

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program/scholarship/opportunity] at FVSU. I have had the pleasure of knowing [him/her/them] for [length of time] as [his/her/their] [relationship to the student, e.g., professor, advisor, employer]. During this time, I have been impressed by [Student's Name]'s [specific qualities, skills, or achievements]. [Provide examples that support the qualities mentioned, such as projects, assignments, or experiences]. [Student's Name] demonstrates [additional qualities or skills] that make [him/her/them] an outstanding candidate for [the program/opportunity]. [Provide another example or anecdote to strengthen the recommendation]. I firmly believe that [Student's Name] will excel in [specific program/scholarship/opportunity] and contribute positively to the community at FVSU. [He/She/They] possess the resilience, dedication, and passion that align with the values of your esteemed institution. 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/Organization]