

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

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [reason for recommendation, e.g., admission to FVCC, a scholarship, etc.]. I have had the pleasure of knowing [Student's Name] for [duration] as [his/her/their] [teacher, advisor, etc.], and I can confidently say that [he/she/they] is an exceptional candidate.

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

[Paragraph providing specific examples of the student's skills, character, and contributions.]

I believe that [Student's Name] would be a valuable asset to [FVCC/program/scholarship]. [He/She/They] has demonstrated [qualities or skills relevant to the opportunity] and has a passion for [relevant field or subject].

Please feel free to contact me at [phone number] or [email address] if you require any further information. I highly recommend [Student's Name] and am confident in [his/her/their] ability to excel.

Sincerely,

[Your Name]  
[Your Position/Title]