

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

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program, scholarship, or opportunity] at [Recipient's School/Organization]. I have had the pleasure of teaching and mentoring [him/her/them] for [duration], and I can confidently say that [he/she/they] would be an excellent addition to your program.

[Student's Name] has consistently demonstrated [specific qualities or skills, e.g., outstanding academic performance, leadership abilities, perseverance]. For example, [provide a specific example or anecdote that highlights these qualities].

In addition to [his/her/their] academic achievements, [Student's Name] is also involved in [mention extracurricular activities, community service, or other relevant experiences]. [He/She/They] has shown great dedication and enthusiasm in [activity], which speaks volumes about [his/her/their] character and work ethic.

I wholeheartedly support [Student's Name]'s application and believe that [he/she/they] will thrive in [specific program or opportunity]. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Thank you for considering this exceptional candidate.

Sincerely,

[Your Name]  
[Your Position]