

[Your Name]
[Your Title]
[School/Organization Name]
[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 [program, position, scholarship, etc.]. As [his/her/their] guidance counselor at [School Name], I have had the pleasure of knowing [him/her/them] for [length of time], during which [he/she/they] has consistently impressed me with [his/her/their] [qualities, achievements, character traits].

Throughout [his/her/their] time at [School Name], [Student's Name] has demonstrated [specific skills, qualities, or accomplishments]. [Provide specific examples that illustrate these qualities or achievements.]

Additionally, [Student's Name] is involved in [extracurricular activities, community service, leadership roles], showcasing [his/her/their] commitment to personal growth and community involvement. [Add examples and impact of involvement.]

I am confident that [Student's Name] will be a valuable addition to [program, position, etc.]. [He/She/They] possesses the determination, skills, and passion necessary to succeed and make a positive impact.

Thank you for considering this exceptional candidate. Please feel free to contact me at [your phone number] or [your email] if you need further information.

Sincerely,

[Your Name]
[Your Title]
[School/Organization Name]