

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

Dear [Recipient Name],

I am writing to recommend [Name of Student/Individual] for [specific purpose, e.g., scholarship, internship, admission, etc.]. I have had the pleasure of knowing [him/her/them] for [duration of time] in my capacity as [your relationship to the individual, e.g., teacher, mentor, supervisor].

Throughout [his/her/their] time at [Organization/School Name], [Name] has demonstrated exceptional [qualities/skills, e.g., dedication, leadership, teamwork, etc.]. [He/She/They] have consistently [specific examples of achievements or contributions], showcasing [his/her/their] ability to [relevant abilities related to the purpose].

In addition to [his/her/their] academic skills, [Name] is a natural leader. [Provide an example that illustrates this characteristic].

[His/Her/Their] ability to [another relevant skill or characteristic] is truly commendable and sets a great example for [his/her/their] peers.

I have no doubt that [Name] will excel in [specific opportunity or field] and continue to impress everyone with [his/her/their] passion and commitment. I strongly endorse [Name] for [specific purpose] and believe that [he/she/they] will make a significant positive impact.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or insights.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Organization]