

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

Dear [Recipient Name],

I am writing to recommend [Student's Name] for [specific program, scholarship, job, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship to the student, e.g., professor, advisor, supervisor].

During this time, [Student's Name] has demonstrated [specific qualities or skills relevant to the opportunity]. [He/She/They] has consistently [provide examples of accomplishments or contributions].

One of the highlights of [Student's Name]'s time with us was [specific example or project]. This experience showcased [his/her/their] ability to [related skill or attribute].

I believe that [Student's Name] will be an asset to [specific program or opportunity], and I strongly recommend [him/her/them] without reservation. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]