

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program, job, or opportunity]. As a proud alumnus of [HBCU Name], I have had the pleasure of [describe your relationship with the student, e.g., being their professor, mentor, etc.], and I can confidently say that [he/she/they] possess the qualities and skills that will make [him/her/them] an asset to any [organization/program].

Throughout [his/her/their] time at [HBCU Name], [Student's Name] demonstrated remarkable [qualities such as leadership, determination, intellect]. For instance, during [specific project, event, or circumstance], [he/she/they] [describe what the student did and the impact it had]. This experience highlighted [his/her/their] [specific skills or attributes].

In addition to [his/her/their] academic achievements, [Student's Name] is actively involved in [mention any relevant extracurricular activities, community service, or leadership roles]. This involvement speaks volumes about [his/her/their] commitment to [specific values or goals relevant to the opportunity].

I wholeheartedly recommend [Student's Name] for [the opportunity], as I am confident that [he/she/they] will exceed your expectations and make meaningful contributions. Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Thank you for considering [his/her/their] application.

Sincerely,

[Your Name]  
[Your Degree, if relevant]  
[Your Graduation Year, if relevant]  
[HBCU Name]