

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

[Recipient's Name]
[Recipient's Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for admission to [specific program or scholarship] at [HBCU Name]. As [his/her/their] [teacher/professor/mentor] during [time frame], I have had the pleasure of observing [his/her/their] remarkable growth and outstanding qualities. [Student's Name] has demonstrated exceptional [skills/qualities relevant to the program] which make [him/her/them] an ideal candidate for [HBCU Name]. [He/She/They] consistently [provide specific examples of achievements, skills, or contributions].

Beyond academics, [Student's Name] is actively involved in [mention any extracurricular activities, leadership roles, community service]. This involvement highlights [his/her/their] commitment to [specific values or initiatives related to HBCUs].

I am confident that [Student's Name] will bring [his/her/their] passion, dedication, and [specific qualities] to [HBCU Name] and will contribute positively to your campus community. I wholeheartedly recommend [him/her/them] for [admission/scholarship].

Thank you for considering [his/her/their] application. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]