

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

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program, scholarship, opportunity]. I have had the pleasure of teaching [him/her/them] in [Course/Subject] during [time period] at [Your Institution].

Throughout the course, [Student's Name] demonstrated [specific qualities or skills]. For instance, [provide an example or anecdote that illustrates their abilities].

In addition to [his/her/their] academic strengths, [Student's Name] is also [describe personal qualities such as leadership, teamwork, etc.].

[Another example or anecdote to support this].

I am confident that [Student's Name]'s dedication and passion will make [him/her/them] a valuable addition to [recipient's program or organization]. I strongly endorse [his/her/their] application and believe [he/she/they] will excel in this opportunity.

Please feel free to contact me for any further information.

Sincerely,

[Your Name]
[Your Position]