

[Your Name]
[Your Position]
[Your School or Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's School or Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to recommend [Student's Name] for [specific program, scholarship, or opportunity] at [Recipient's Institution/Organization]. I have had the pleasure of knowing [Student's Name] for [duration] as [his/her/their] [teacher, counselor, etc.], and I can confidently say that [he/she/they] exemplifies the qualities of a dedicated and motivated student.

During [his/her/their] time in my [class/subject], [Student's Name] demonstrated [specific skills or attributes, such as leadership, teamwork, critical thinking]. [He/She/They] consistently [provide examples of achievements or contributions], which showcases [his/her/their] commitment to [learning, community, etc.].

Furthermore, [Student's Name] has [mention any extracurricular activities or roles, such as sports, clubs, volunteer work] that highlight [his/her/their] ability to balance multiple responsibilities while still excelling academically. [He/She/They] has a natural ability to [specific quality related to the opportunity] that will undoubtedly serve [him/her/them] well in the future.

I strongly recommend [Student's Name] for [specific program, scholarship, or opportunity]. I am confident that [he/she/they] will contribute positively to [Recipient's Institution/Organization]. If you have any questions or need further information, please feel free to contact me at [your phone number or email address].

Sincerely,

[Your Name]
[Your Position]
[Your School or Organization]