

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program, school, or opportunity] at [School Name]. I have had the pleasure of teaching/working with [him/her/them] for [duration] and have been consistently impressed by [his/her/their] [qualities/attributes, e.g., dedication, enthusiasm, work ethic].

During [his/her/their] time in my class, [Student's Name] demonstrated [specific example of skills or accomplishments]. [He/She/They] is not only academically talented but also a [positive adjective - e.g., natural leader, compassionate peer, etc.].

I am confident that [Student's Name] will excel in [specific program/school] and contribute positively to the [specific community or environment]. I wholeheartedly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]  
[Your Position]