

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for [specific program, scholarship, position, etc.] at [Institution/Organization]. I have had the pleasure of working with [Student's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization]. Throughout this time, [Student's Name] has demonstrated exceptional [qualities, skills, achievements relevant to the application]. For instance, [provide specific examples or anecdotes that illustrate the student's strengths and accomplishments].

In addition to [his/her/their] academic abilities, [Student's Name] exhibits [other qualities such as leadership, teamwork, dedication]. [Include specific instance or project that showcases these qualities]. I am confident that [Student's Name] will thrive in [specific program, scholarship, position] and contribute significantly to [Institution/Organization]. [He/She/They] possesses the drive and determination that will undoubtedly lead [him/her/them] to success. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or insights regarding [Student's Name].

Sincerely,

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