

[Your Name]
[Your Position/Relationship to Student]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Admission Office]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Admissions Committee"],
I am writing to recommend [Student's Name] for admission to [School's Name]. As [his/her/their] [teacher/guidance counselor/mentor] at [Current School's Name] for the past [duration], I have had the pleasure of witnessing [his/her/their] growth and development as a student and individual.

[Student's Name] is an exceptionally motivated and dedicated student. [He/She/They] consistently demonstrates strong academic abilities, particularly in [specific subjects or skills]. [He/She/They] has a genuine curiosity and passion for learning that sets [him/her/them] apart from [his/her/their] peers.

Beyond academics, [Student's Name] is an active participant in [extracurricular activities, clubs, sports, community service, etc.]. [He/She/They] demonstrates excellent leadership skills and a strong sense of community.

I believe that [School's Name] would be the perfect fit for [Student's Name] to continue [his/her/their] academic journey. [He/She/They] is not only eager to learn but is also willing to contribute positively to your school community.

I wholeheartedly recommend [Student's Name] for admission to [School's Name]. Please feel free to contact me if you need any further information.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Institution/Organization]