

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

Dear [Recipient's Name],

I am writing to support the admission of [Student's Name] to your JK program for the upcoming academic year. As [his/her/their] teacher at [Current School Name], I have had the privilege of observing [his/her/their] growth and development in a nurturing educational environment.

[Student's Name] demonstrates a keen enthusiasm for learning and exhibits curiosity that inspires [his/her/their] peers. [He/She/They] interacts well with others, showing both empathy and a willingness to cooperate in team activities. [His/Her/Their] creativity shines through in [specific example or project], showcasing [his/her/their] ability to think outside the box.

Additionally, [Student's Name] has developed foundational skills in [mention any relevant skills or subjects], which will serve [him/her/them] well as [he/she/they] transitions into your program. [His/Her/Their] positive attitude and resilience are commendable traits that make [him/her/them] a wonderful candidate for your school.

I wholeheartedly recommend [Student's Name] for admission to your JK program, confident that [he/she/they] will thrive in your caring and supportive environment. Please feel free to contact me if you require any further information.

Thank you for considering [his/her/their] application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[School Name]