

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[School's Name]  
[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for admission to [School's Name]. I have had the pleasure of teaching [him/her/them] for [duration] in [subject or context] and can confidently say that [he/she/they] is an exceptional student.

[Student's Name] has shown remarkable [qualities or skills, e.g., leadership, dedication, creativity] throughout [his/her/their] studies. [Include specific examples of achievements or contributions].

Moreover, [he/she/they] displays excellent [interpersonal skills, work ethic, etc.], which makes [him/her/them] a valuable member of any community. [Student's Name] has a genuine passion for [subject or activity], and [his/her/their] enthusiasm is contagious among [his/her/their] peers.

I am confident that [Student's Name] would be an asset to your school and would thrive in the nurturing environment at [School's Name]. I highly recommend [him/her/them] without reservation.

Thank you for considering this application.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution]