

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Athlete's Name] for [athletic opportunity/scholarship/etc.]. As [his/her/their] coach at [School/Team Name], I have had the pleasure of witnessing [his/her/their] dedication, sportsmanship, and growth as a [sport] athlete over the past [duration of time].

From the outset, [Athlete's Name] has demonstrated a strong commitment to [his/her/their] training and teammates. [He/She/They] consistently shows up ready to learn and improve, displaying a work ethic that sets an excellent example for others.

In addition to [his/her/their] athletic skills, [Athlete's Name] embodies the values of teamwork and leadership. [Provide specific example illustrating teamwork or leadership qualities]. This attitude not only enhances [his/her/their] own performance but also inspires fellow athletes to strive for excellence.

Moreover, [Athlete's Name] has achieved notable accomplishments, such as [list specific achievements/stats]. These milestones highlight [his/her/their] hard work and potential for future success in competitive environments.

I have no doubt that [Athlete's Name] will bring the same passion and determination to [the program/school/etc.] as [he/she/they] has shown on the field. [He/She/They] is a remarkable athlete and an outstanding individual who will contribute positively to any team.

Thank you for considering this recommendation. I am confident that [Athlete's Name] will exceed your expectations and thrive in [his/her/their] future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]  
[School/Organization Name]