

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

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program, position, or opportunity] at [Recipient's School/Organization]. As [his/her/their] [teacher, counselor, etc.] at [Your School], I have had the pleasure of watching [him/her/them] grow academically and personally over the past [number of years].

[Student's Name] has consistently demonstrated a strong work ethic and an enthusiasm for learning. [He/She/They] excels in [specific subject(s) or skills], showing both curiosity and a willingness to help peers. [He/She/They] is particularly remarkable in [specific project, activity, or achievement], which highlights [his/her/their] ability to [describe relevant skills or qualities].

Beyond academics, [Student's Name] is an active participant in [extracurricular activities, clubs, or sports]. [He/She/They] embodies the spirit of teamwork and leadership, as evidenced by [example of leadership or teamwork]. [His/Her/Their] ability to connect with classmates and contribute to a positive community makes [him/her/them] a great role model among [his/her/their] peers.

In summary, I highly recommend [Student's Name] for [specific program, position, or opportunity]. I am confident that [he/she/they] will bring the same dedication and passion that [he/she/they] has shown at [Your School]. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need additional information. Sincerely,

[Your Name]
[Your Position]