

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Institution/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this recommendation letter for [Student's Name], who has been a student in my [class/course] during [time period]. It is my pleasure to provide insight into their skills and personal attributes that make them an outstanding candidate for [specific opportunity].

[Paragraph discussing student's strengths, skills, and specific examples of accomplishments.]

[Paragraph highlighting the student's character, work ethic, and ability to collaborate with others.]

In summary, I wholeheartedly recommend [Student's Name] for [specific opportunity]. I am confident they will make a positive contribution to your [institution/program]. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]  
[Your Position/Title]