

****Template Example: Letter of Recommendation****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific opportunity or program]. As [his/her/their] [teacher/mentor/administrator] at [School Name], I have had the pleasure of witnessing [Student's Name]'s remarkable growth and dedication in [his/her/their] studies.

[Student's Name] has consistently demonstrated [specific qualities or achievements], which have set [him/her/them] apart. [Include specific examples of skills, attributes, or achievements].

I am confident that [Student's Name] will excel in [opportunity/program] and contribute positively to [specific community or field]. [He/She/They] is truly deserving of this opportunity.

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email] for any further information.

Sincerely,

[Your Name]

[Your Position]

[School Name]