

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

Dear [Recipient Name],

I am writing to highly recommend [Student's Name] for [purpose of the recommendation, e.g., admission, scholarship, job opportunity] following their completion of the Kenya Certificate of Secondary Education (KCSE). I have had the pleasure of teaching [Student's Name] in [subject(s)] during their time at [School Name], and I am confident in their abilities and work ethic.

[Student's Name] has consistently demonstrated exceptional [skills/qualities related to the recommendation, e.g., dedication, leadership, academic prowess], which sets them apart from their peers. Their [specific example of achievement or contribution, e.g., participation in school projects, leadership in clubs] showcases their commitment to excellence and continuous improvement.

In the classroom, [Student's Name] is an active participant and shows remarkable [qualities, e.g., curiosity, analytical thinking]. They often engage in meaningful discussions and contribute original ideas that enrich the learning environment for others. Additionally, their ability to work collaboratively with classmates highlights their [positive traits, e.g., teamwork, empathy].

Beyond academics, [Student's Name] is also involved in [mention extracurricular activities, community service, or sports], further illustrating their well-rounded character. Their determination and resilience have been evident, and I firmly believe that they will excel in their future endeavors.

I wholeheartedly recommend [Student's Name] for [specific opportunity]. I have no doubt that they will be an asset to [Recipient's School/Organization] and will continue to make positive contributions wherever they go.

Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]
[Your Position]
[School/Organization Name]