

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

[Principal's Name]
[College/School Name]
[College Address]
[City, State, Zip Code]
Dear [Principal's Name],

I am writing to wholeheartedly recommend [Student's Name] for [specific program, scholarship, or opportunity] at [College/School Name].

[Paragraph 1: Introduce your relationship with the student and the context. Mention how long you have known them and in what capacity.]

[Paragraph 2: Discuss the student's strengths, achievements, and personal qualities. Provide specific examples that illustrate these attributes.]

[Paragraph 3: Highlight any relevant experiences or skills that make the student a suitable candidate for the program.]

[Paragraph 4: Conclude with a strong endorsement of the student and your confidence in their potential to succeed.]

Thank you for considering [Student's Name] for this opportunity. Please feel free to contact me if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]