

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you today to share my thoughts about [Child's Name]. As [his/her/their] [relationship to the child, e.g., teacher, coach, neighbor], I have had the pleasure of watching [him/her/them] grow and develop over the past [duration].

From my observations, [Child's Name] is [describe positive traits, e.g., kind, hardworking, honest, etc.]. [He/She/They] consistently [provide examples, e.g., helps classmates, shows enthusiasm, etc.], which makes [him/her/them] a wonderful friend and an excellent team player.

One specific instance that stands out to me is when [share a specific anecdote that highlights the child's character]. This experience demonstrated [his/her/their] ability to [mention qualities such as leadership, empathy, etc.].

I have no doubt that [Child's Name] will [mention future potential or aspirations, e.g., achieve great things, be a positive influence, etc.]. [He/She/They] has such a bright future ahead!

Thank you for considering my perspective on [Child's Name]. If you have any further questions, please feel free to reach out.

Sincerely,

[Your Name]
[Your Contact Information]