

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

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

Dear [Recipient's Name],

I am writing to express my support for [Student's Name] as a candidate for [specific program, scholarship, etc.]. I have had the pleasure of working with [him/her/them] for [duration] as [his/her/their position, e.g., student, intern, etc.], and I believe [he/she/they] would be an excellent addition to [program/organization].

[Paragraph 1: Introduction to the student, their background, and your relationship with them.]

[Paragraph 2: Specific skills, qualities, or experiences that highlight the student's capabilities and potential, including any relevant achievements.]

[Paragraph 3: Personal anecdote or example that illustrates the student's character, work ethic, or impact.]

[Closing Paragraph: Strong endorsement of the student and invitation for further contact if needed.]

Thank you for considering this recommendation. I am confident that [Student's Name] will excel and contribute positively.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]