

[Your Name]
[Your Position/Title]
[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 recommend [Student's Name] for [specific program, scholarship, opportunity, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [professor/mentor/supervisor] at [Your Institution/Department]. During this time, [Student's Name] has consistently demonstrated [his/her/their] [skills/qualities related to the opportunity]. [He/She/They] is particularly skilled in [specific skills or qualities], which I believe will greatly contribute to [specific program, opportunity, etc.].

[Include specific examples of the student's achievements, projects, or contributions that highlight their abilities and qualities.]

I am confident that [Student's Name] will excel in [specific program or opportunity] and continue to bring value to the [field/industry].

[He/She/They] has my highest recommendation, and I believe [he/she/they] will be an asset to your [program, organization, etc.].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Position/Title]