

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

Dear Admissions Committee,  
I am writing to recommend [Student's Name] for admission to [School Name]. As [his/her/their] [teacher/counselor/mentor] at [Your Institution], I have had the pleasure of knowing [Student's Name] for [duration]. During this time, I have witnessed [his/her/their] remarkable growth, dedication, and passion for learning.  
[In this paragraph, provide specific examples of the student's strengths, achievements, and relevant experiences that make them a strong candidate for admission. Discuss their academic performance, extracurricular involvement, and any personal qualities that stand out.]  
[Consider adding a personal anecdote or observation that highlights the student's character and potential.]

I am confident that [Student's Name] will make a positive impact at [School Name] and thrive in [his/her/their] studies. [He/She/They] possesses the qualities of a lifelong learner and has demonstrated a commitment to [specific interests or aspirations related to the school's mission].

Thank you for considering my recommendation. Please feel free to contact me if you require any further information.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Title]  
[Your Institution]