

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

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

Dear [Recipient Name],

I am writing to enthusiastically recommend [Student's Name] for [specific opportunity, e.g., university admission, scholarship, internship, etc.] at [Institution/Organization]. As [Your Position] at [Your Institution/Organization], I have had the pleasure of knowing and working with [Student's Name] for [duration].

During this time, [Student's Name] has demonstrated [specific qualities, skills, or accomplishments relevant to the opportunity]. [He/She/They] has shown [examples of achievements, projects, or skills], which I believe will contribute significantly to [Recipient Institution/Organization].

Additionally, [Student's Name] has proven to be [mention any other relevant attributes such as leadership, teamwork, dedication, etc.]. [Provide a specific example or story that illustrates the student's strengths].

I am confident that [Student's Name] will excel in [describe the opportunity] and will be a valuable asset to your [institution/organization]. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]