

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, Postal Code]

Dear [Principal's Name],

I am writing to recommend [Student's Name] for admission to [specific program or grade] at [School's Name]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [teacher/mentor/counselor] at [Current School's Name].

[Paragraph describing the student's academic achievements, strengths, and character traits.]

[Paragraph providing specific examples of the student's contributions, involvement in school activities, and interactions with peers and teachers.]

[Paragraph summarizing why you believe the student would be a good fit for the school and how they will contribute to the school's community.]  
Please feel free to contact me at [phone number] or [email address] if you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Current School's Name]