

[Your Name]
[Your Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Northern Virginia Community College]
[Department/Office]
[Address if available]
[City, State, Zip Code]

Dear [Recipient Name or "Admissions Committee"],
I am writing to highly recommend [Student's Name] for [specific program or opportunity] at Northern Virginia Community College. I have had the pleasure of knowing and working with [Student's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization].

[Provide a brief introduction of how you know the student and in what capacity.]

[Paragraph 1: Discuss the student's academic performance, skills, and any noteworthy achievements relevant to the program they are applying for.]

[Paragraph 2: Highlight the student's personal qualities, work ethic, and any extracurricular involvement that demonstrates their commitment, leadership, or ability to work with others.]

[Paragraph 3: Share a specific anecdote or example that illustrates the student's strengths and potential for success in the program.]

In conclusion, I am confident that [Student's Name] will excel at Northern Virginia Community College and contribute positively to the community. Please feel free to contact me at [your phone number] or [your email address] if you require any further information or insights.

Thank you for considering my recommendation.

Sincerely,

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