

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Student's Name].
I have had the privilege of teaching [him/her/them] in [specific
course/class] during the [specific time period].

[Paragraph 1: Describe the student's strengths, skills, and achievements.
Include specific examples that highlight their abilities and character.]

[Paragraph 2: Discuss the student's involvement in extracurricular
activities, leadership roles, and contributions to the school community.]

[Paragraph 3: Mention any personal qualities that make the student a
suitable candidate for the opportunity they are applying for.]

I am confident that [Student's Name] will excel in [mention the
opportunity or program they are applying for]. [He/She/They] is a
dedicated and hardworking individual who will make a positive impact.
Thank you for considering this recommendation. Please feel free to
contact me if you have any questions or need further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]