

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

[Recipient's Name]
[Title/Position]
[Department/Office]
Ohio State University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Admissions Committee"],
I am writing to recommend [Student's Name] for [program, scholarship, opportunity] at Ohio State University. As [Your Position/Relationship to the Student] for [duration], I have had the privilege of witnessing [Student's Name]'s growth and dedication firsthand.

[First paragraph: Describe the context of your relationship with the student and your credentials to offer a recommendation.]

[Second paragraph: Highlight specific qualities, accomplishments, or experiences that make the student a strong candidate for OSU. Use examples to illustrate their strengths.]

[Third paragraph: Discuss the student's character, work ethic, and any other relevant attributes that would contribute to their success at Ohio State University.]

In conclusion, I wholeheartedly endorse [Student's Name] for [program, scholarship, opportunity] at Ohio State University. I am confident that they will make a valuable contribution to your institution.

Thank you for considering this application.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Institution/Organization]