

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

[Recipient's Name]  
[Program Coordinator]  
[Occupational Therapy Program]  
[University/College Name]  
[University/College Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for admission to the Occupational Therapy program at [University/College Name]. I have had the pleasure of knowing [Student's Name] for [duration of acquaintance] in my capacity as [Your Position/Title] at [Your Institution/Organization].

Throughout [his/her/their] time in my [class/program], [Student's Name] consistently demonstrated [specific qualities or skills relevant to occupational therapy, e.g., compassion, analytical thinking, teamwork]. [He/She/They] possesses a profound understanding of [relevant subjects or experiences], which I believe will serve [him/her/them] well in [his/her/their] pursuit of a career in occupational therapy.

One particular instance that stands out was when [describe a specific example of the student's relevant skills or experiences]. This experience showcased [Student's Name]'s ability to [mention skills such as problem-solving, communication, empathy, etc.], which are crucial in the field of occupational therapy.

Moreover, [Student's Name] has shown a commitment to [community service, volunteering, or any relevant extracurricular activities] that complements [his/her/their] academic achievements. This dedication highlights [his/her/their] passion for helping others and making a positive impact on their lives.

In conclusion, I believe [Student's Name] would be an exceptional addition to your Occupational Therapy program. [He/She/They] is equipped with the knowledge, skills, and passion necessary to thrive and contribute meaningfully to the field. I strongly encourage you to consider [him/her/them] for admission.

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

Sincerely,

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