

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

[Recipient Name]
[Ohio State University]
[Department Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to highly recommend [Student's Name] for admission to Ohio State University. As [his/her/their] [teacher, supervisor, etc.] at [Your Institution/Organization] for [duration], I have had the opportunity to observe [his/her/their] exceptional skills and dedication firsthand.

During [his/her/their] time in my [class, team, etc.], [Student's Name] demonstrated outstanding [specific skills or qualities, e.g., analytical, communication, leadership] abilities. [Provide specific examples of achievements, projects, or contributions that highlight the student's strengths.]

[Student's Name] is not only an excellent student but also [mention any extracurricular activities or volunteer work]. [He/She/They] has shown a commitment to [specific values or areas related to Ohio State University] that aligns perfectly with the university's mission.

I am confident that [Student's Name] will thrive at Ohio State University and contribute positively to your campus community. I wholeheartedly support [his/her/their] application and believe that [he/she/they] will succeed in [his/her/their] studies and beyond.

Thank you for considering this remarkable candidate. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

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