

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

Dear Members of the Admissions Committee,  
I am writing to recommend [Student's Name] for admission to [School Name]. I have had the pleasure of teaching [him/her/them] in [subject/class] for [duration], and I am confident that [he/she/they] will be a valuable addition to your academic community.  
[Student's Name] has demonstrated [specific qualities or skills, e.g., outstanding academic performance, leadership skills, creativity, etc.]. [Provide specific examples or anecdotes that illustrate these qualities.]  
In addition to [his/her/their] academic achievements, [Student's Name] has been involved in [extracurricular activities, community service, etc.]. [Describe these involvements and any leadership roles or significant contributions made.]  
[Student's Name] possesses a [describe personal qualities such as integrity, resilience, teamwork, etc.]. [Provide evidence or examples that support this description.]  
I wholeheartedly support [Student's Name]'s application to [School Name]. I believe [he/she/they] will thrive in your environment and contribute positively to the school community. If you have any further questions or require more information, please feel free to contact me.  
Thank you for considering [Student's Name] for admission to [School Name].

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