

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

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for the [specific opportunity, program, or position] at [Institution/Organization Name]. I have had the pleasure of knowing [Student's Name] for [duration of time] and have been consistently impressed with their [mention specific qualities, skills, or experiences relevant to the recommendation].

During my time working with [Student's Name], I have observed their [specific ability or achievement], particularly in [describe a specific project, skill, or contribution]. [He/She/They] demonstrated [explain how they demonstrated this ability/achievement].

I believe [Student's Name] possesses the determination, intellect, and passion necessary to excel in this opportunity. [Additional comments about their character, work ethic, and potential].

In conclusion, I wholeheartedly support [Student's Name]'s application. I am confident that [he/she/they] will make a positive contribution to [Institution/Organization Name]. If you have any further questions, please do not hesitate to contact me.

Sincerely,

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