

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[College/University Name]  
[College Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to wholeheartedly recommend [Student's Name] for admission to [College/University Name]. I have had the pleasure of knowing [Student's Name] for [duration] as their [your relationship to the student, e.g., teacher, mentor, coach], and I can attest to their exceptional character and strong work ethic.

During [his/her/their] time in my [class/team/program], [Student's Name] consistently demonstrated [specific skills or qualities, e.g., leadership, dedication, creativity]. For example, [provide a specific example of the student's achievements or contributions]. This experience showcased [his/her/their] ability to [relevant attributes, such as collaborate, innovate, solve problems].

[Student's Name] is not only academically gifted, but also actively engages in [extracurricular activities, volunteer work, or personal interests]. [He/She/They] has shown a commitment to [describe relevant community involvement or passions], which reflects [his/her/their] desire to make a positive impact.

I am confident that [College/University Name] will provide an environment where [Student's Name] can thrive and continue to grow. [He/She/They] possesses the determination and ambition to succeed in [his/her/their] higher education and beyond.

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]  
[Institution/Organization Name]