

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

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for admission to [School's Name]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relationship, e.g., teacher, coach, mentor], and I can confidently speak to [his/her/their] character and abilities.

During our time together, [Student's Name] has demonstrated [specific qualities, skills, or achievements]. For example, [provide a specific example or anecdote that illustrates these qualities]. [He/She/They] is not only dedicated to [academic/athletic/artistic] pursuits but also actively participates in [mention any extracurricular activities or community service].

One of the standout characteristics of [Student's Name] is [his/her/their] ability to [mention a key trait, e.g., work well with others, display leadership, show resilience]. I have witnessed [him/her/them] [insert specific example that shows this characteristic]. I believe that [Student's Name] will excel at [School's Name] and contribute positively to the school community. I strongly recommend [him/her/them] without reservation. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization, if applicable]