

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for admission to [School Name]. I have had the privilege of teaching/coaching [him/her/them] in [subject/course/activity] at [Your School/Organization Name] for [duration].

During this time, I have been impressed by [Student's Name]'s [qualities, skills, or accomplishments]. [He/She/They] consistently demonstrates [specific examples of qualities or skills], which I believe will greatly contribute to [his/her/their] success at your institution.

In addition to [his/her/their] academic abilities, [Student's Name] exhibits [character traits, such as leadership, enthusiasm, or teamwork] that make [him/her/them] an outstanding candidate for your program.

[Provide a specific anecdote or example that illustrates these traits].

I am confident that [Student's Name] will bring the same dedication and passion to [School Name] as [he/she/they] has at [Your School/Organization Name]. I highly recommend [him/her/them] for admission, and I am excited to see all the great things [he/she/they] will accomplish in the future.

Please feel free to contact me at [phone number] or [email address] if you require any further information.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization/School Name]