

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

Dear Admissions Committee,

I am writing to express my strong support for [Applicant's Name] in their application for admission to [School Name]. As [his/her/their] [teacher, mentor, coach, etc.], I have had the pleasure of witnessing [his/her/their] growth and dedication firsthand.

[Discuss specific qualities or achievements of the applicant, such as academic performance, extracurricular involvements, or personal strengths. Provide examples that illustrate why the applicant would be a great fit for the school community.]

I truly believe that [Applicant's Name] would thrive at [School Name] and contribute positively to the school environment. [He/She/They] embodies the values that your institution upholds, and I am confident that [he/she/they] will make the most of this opportunity.

Thank you for considering [Applicant's Name] for admission. I am excited about the potential for [him/her/them] to join your school community.

Sincerely,

[Your Name]
[Your Position/Relation to Applicant]