

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]
[Date]
[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name],
I am writing to recommend [Student's Name] for [specific program/position/scholarship] at [School's Name]. As [his/her/their] [teacher/mentor/coach] for [length of time], I have had the pleasure of witnessing [his/her/their] growth and development both academically and personally.

[Student's Name] has consistently demonstrated [specific qualities or achievements, such as leadership, dedication, creativity, etc.]. [He/She/They] excels in [specific subjects or activities], showing not only a keen understanding of the material but also a passion for learning.

In addition to [his/her/their] academic strengths, [Student's Name] is a natural leader. [He/She/They] has taken the initiative to [mention any relevant projects, extracurricular activities, or volunteer work]. This has not only benefited [his/her/their] peers but also contributed positively to our school community.

I am confident that [Student's Name] will be a valuable addition to [School's Name]. [His/Her/Their] commitment to [specific values or goals related to the school] aligns perfectly with the school's mission.

Thank you for considering this remarkable student for [specific program/position/scholarship]. If you have any further questions or need more information, please feel free to contact me.

Sincerely,
[Your Name]
[Your Position]
[Your School/Organization]