

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [program, position, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [title/relationship] at [Institution/Organization]. During this time, I have been impressed by [Student's Name]'s [attributes or skills]. [Include specific examples of their work, achievements, or contributions].

[Student's Name] has shown exceptional [skills/qualities], and I believe [he/she/they] will excel in [program, position, etc.]. [Add any relevant personal anecdotes or further evidence to support your recommendation].

I wholeheartedly recommend [Student's Name] for [the opportunity] and believe [he/she/they] would be a valuable addition to [program, organization, etc.]. Please feel free to contact me at [your phone number or email] if you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Contact Information]