

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for admission to [College/University Name]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [teacher/mentor/advisor] in [subject/class/role] at [Your Institution/Organization].

Throughout [his/her/their] time in my class, [Student's Name] has consistently demonstrated [qualities or skills, e.g., exceptional intelligence, dedication, leadership skills, etc.]. [He/She/They] approaches challenges with a positive attitude and a strong work ethic. For instance, [provide a specific example of a project or achievement]. In addition to [his/her/their] academic strengths, [Student's Name] is also actively involved in [extracurricular activities, volunteer work, etc.]. This involvement has allowed [him/her/them] to develop important skills such as [list skills], making [him/her/them] a well-rounded candidate for your institution.

I am confident that [Student's Name] will bring [his/her/their] unique talents and perspectives to [College/University Name]. [His/Her/Their] passion for [field/subject] and commitment to excellence will undoubtedly make [him/her/them] a valuable addition to your community.

Thank you for considering [Student's Name] for admission. If you have any questions or would like further information, please feel free to contact me.

Sincerely,

[Your Name]  
[Your Title/Position]