

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

Dear [Recipient Name],

I am writing to highly recommend [Student's Name] for [specific program, scholarship, or opportunity]. I have had the pleasure of teaching [him/her/them] in my [subject] class for [duration], and I have been consistently impressed by [his/her/their] [describe qualities, skills, or achievements].

[Student's Name] demonstrates a keen intellect and a strong commitment to [his/her/their] studies. For example, [provide specific example or anecdote that illustrates the student's abilities or qualities].

In addition to [his/her/their] academic prowess, [Student's Name] is an excellent collaborator. [He/She/They] regularly contributes to group projects and demonstrates leadership among peers. [Include an example of teamwork or collaboration here.]

[Student's Name] is also actively involved in [mention extracurricular activities, community service, or leadership roles], showcasing [his/her/their] dedication and passion beyond academics.

I am confident that [Student's Name] will excel in [program or opportunity] and bring [his/her/their] unique perspectives and talents to your [school/program]. If you require any further information, please feel free to contact me.

Thank you for considering this exceptional student.

Sincerely,

[Your Name]  
[Your Position]