

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Institution/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Student's Name] for [specific opportunity, program, or role] at [Institution/Organization]. As [his/her/their] [teacher/mentor/advisor] for [duration], I have had the pleasure of witnessing [Student's Name]'s growth and dedication in the field of [specific area related to the RH student's studies].

[Student's Name] has consistently demonstrated remarkable [qualities/skills relevant to the opportunity], such as [mention specific examples or achievements]. [He/She/They] is not only academically accomplished but also possesses [other relevant traits, such as leadership, teamwork, etc.].

I am confident that [Student's Name] will excel in [specific opportunity] and contribute positively to [Recipient's Institution/Organization].

[He/She/They] has my highest recommendation.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution]