

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Student's Name] as they apply for admission to [Name of Junior High School]. I have had the pleasure of knowing [Student's Name] for [duration] in my capacity as [Your Position], and I can confidently say that they would be an excellent addition to your school community.

Throughout the time I have worked with [Student's Name], I have observed their [mention specific strengths, qualities, or skills, e.g., dedication, leadership, academic performance]. [Provide an example or two that illustrate these qualities.]

In addition to their academic abilities, [Student's Name] is also [mention any extracurricular involvement, community service, or personal qualities such as teamwork or communication skills]. This involvement has not only enriched their own skills but also positively contributed to our school community.

I strongly believe that [Student's Name] possesses the motivation and determination necessary to thrive at [Name of Junior High School]. I have no doubt that they will embrace the opportunities presented to them and continue to grow both academically and personally.

Thank you for considering this exceptional candidate. If you have any further questions or require additional information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]