

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

[Recipient's Name]
[Recipient's Position]
[Recipient's School Name]
[Recipient's School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for transfer to [Recipient's School Name]. [He/She/They] has been a student at [Your School Name] since [Year] and has consistently demonstrated [positive qualities, skills, or accomplishments].

During [his/her/their] time at our school, [Student's Name] has excelled in [specific subjects, activities, or extracurriculars], showcasing [his/her/their] dedication and passion for learning. [He/She/They] is not only a bright student but also a positive influence on [his/her/their] peers, often [describe positive interactions, collaborative efforts, or leadership].

I believe that transferring to [Recipient's School Name] will provide [Student's Name] with the opportunities and environment [he/she/they] needs to further thrive academically and personally. I am confident that [he/she/they] will be a valuable addition to your school community.

If you have any questions or require further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering [Student's Name] for admission to your school.

Sincerely,

[Your Name]
[Your Position]
[Your School Name]