

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

Dear [Recipient Name],
I hope this letter finds you well. I am writing to recommend [Student's Name] for the [Course Name/Program] at [University/Institution Name]. As [his/her/their] [Instructor/Advisor] in [Subject/Field], I have had the pleasure of observing [his/her/their] academic growth and dedication throughout the [duration].

[Student's Name] has consistently demonstrated a strong commitment to [his/her/their] studies, achieving an impressive SGPA of [SGPA Score]. This reflects [his/her/their] aptitude for [relevant skills or subjects]. [He/She/They] is not only diligent but also displays a genuine enthusiasm for learning, often going beyond the curriculum to deepen [his/her/their] understanding of the subject matter.

One of the standout qualities of [Student's Name] is [his/her/their] ability to [specific skill or experience related to the course]. For example, [describe a particular project or accomplishment that highlights this quality]. This experience not only showcases [his/her/their] capabilities but also underscores [his/her/their] potential for success in the [Course/Program Name].

I am confident that [Student's Name]'s passion and commitment will make a valuable addition to your program. I wholeheartedly recommend [him/her/them] for the opportunity to further [his/her/their] education at [University/Institution Name]. Should you require any further information, please do not hesitate to contact me.

Thank you for considering [his/her/their] application.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Department]
[University/Institution Name]