

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

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [the opportunity, e.g., scholarship, program, job] that [he/she/they] is applying for. I have had the pleasure of knowing [Student's Name] for [duration] as [his/her/their] [your relationship with the student, e.g., teacher, mentor, advisor] at [Institution Name].

[Introduce the student: Include specific qualities, skills, and experiences that highlight the student's suitability for the opportunity. Use examples of projects, coursework, or achievements.]

[Provide additional insights about the student's character, work ethic, and interaction with peers and faculty.]

I am confident that [Student's Name] will excel in [the opportunity] and contribute positively to [the institution, program, or organization]. I highly recommend [him/her/them] without reservation.

Thank you for considering this application. If you need any further information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]