

[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 [specific program, scholarship, opportunity] at [Institution/Organization]. I have had the pleasure of teaching/working with [him/her/them] for [duration] in my role as [Your Position] at [Your Institution].

During this time, I have been impressed by [Student's Name]'s [qualities/skills], particularly in [specific subjects or activities]. [He/She/They] consistently demonstrates [specific examples of strengths, accomplishments, and contributions].

[You can add another paragraph highlighting the student's academic performance, projects, or any pertinent experiences that support the recommendation.]

Moreover, [Student's Name] possesses exceptional [soft skills, such as teamwork, leadership, critical thinking]. [He/She/They] has shown an ability to [specific anecdote or example showcasing these skills].

I am confident that [Student's Name] will excel in [specific program, scholarship, opportunity] and bring [his/her/their] unique talents to [Recipient's Institution/Organization]. I wholeheartedly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or insight regarding [Student's Name].

Sincerely,

[Your Name]
[Your Title/Position]