

****Student Recommendation Letter Template****

[Your Name]

[Your Title/Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Student's Name] for [specific program, scholarship, position, etc.]. I have had the pleasure of knowing [Student's Name] for [duration] as their [teacher, advisor, etc.] in [subject or program].

Throughout this time, [Student's Name] has consistently demonstrated [mention key qualities, such as leadership, dedication, academic excellence, etc.]. One specific example of this is when [provide a specific anecdote or achievement that exemplifies the student's strengths].

In addition to their academic capabilities, [Student's Name] has shown remarkable [mention additional qualities, such as teamwork, resilience, creativity, etc.]. They are an active participant in [mention any extracurricular activities or volunteer work], which further showcases their commitment and passion for [relevant field or interest].

I am confident that [Student's Name] will excel in [specific program or position] and bring [mention what the student can contribute]. I wholeheartedly support their application and believe they will be a valuable addition to your [program, institution, etc.].

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]

[Your Title/Position]