

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [reason/purpose]. I have had the pleasure of working with [him/her/them] in [capacity] at [Your Organization/Institution] for [duration]. During this time, [he/she/they] has consistently demonstrated [specific traits or skills related to business].

[Student's Name] showed exceptional [specific example of skills or accomplishments] that led to [specific results or outcomes].

[He/She/They] is known for [mention any relevant qualities such as leadership, teamwork, creativity, etc.].

I believe that [Student's Name] would be a valuable asset to [Recipient's Organization/Program] and will contribute significantly to [specific goals or initiatives]. I wholeheartedly support [his/her/their] application and recommend [him/her/them] without reservation.

If you need any more information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Title]