

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

Dear [Recipient's Name],

I am pleased to recommend [Student's Name] for [specific program, scholarship, or opportunity]. As [his/her/their] [your relationship, e.g., teacher, advisor] at [Your Institution], I have had the pleasure of watching [him/her/them] grow academically and personally.

[Student's Name] has demonstrated exceptional [skills or qualities, e.g., dedication, creativity, leadership] through [specific examples].

[He/She/They] consistently [describe an achievement or contribution].

I am confident that [Student's Name] will excel in [his/her/their] future endeavors and make valuable contributions to [the program or opportunity]. Please feel free to contact me at [your phone number] or [email address] for any further information.

Sincerely,

[Your Name]
[Your Position]