

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

Dear [Recipient Name],

I am writing to recommend [Student's Name] for [specific program, scholarship, job, etc.]. As [Your Position] at [Your Institution/Organization], I have had the pleasure of knowing and working with [Student's Name] for [duration] in [context, e.g., classroom setting, project, etc.].

[Paragraph 1: Discuss your relationship with the student and your qualifications to evaluate them. Mention particular classes, projects, or activities that highlight the student's abilities.]

[Paragraph 2: Highlight specific skills and qualities of the student. Provide examples of their achievements, contributions, or character traits that make them an excellent candidate.]

[Paragraph 3: Mention any relevant experiences, leadership skills, or extracurricular activities that further demonstrate the student's capabilities.]

In conclusion, I wholeheartedly recommend [Student's Name] for [specific program, scholarship, job, etc.]. I am confident that [he/she/they] will make a positive impact and excel in this opportunity. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

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