

[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 wholeheartedly recommend [Student's Name] for [specific opportunity, e.g., scholarship, internship, graduate program] at [Recipient Institution/Organization]. As [Your Position] at [Your Institution/Organization], I have had the pleasure of knowing and working with [Student's Name] for [duration].

During this time, [Student's Name] has demonstrated remarkable [qualities, skills, or accomplishments, e.g., leadership, dedication, academic excellence]. For instance, [provide specific example or story that illustrates the student's abilities].

[Student's Name] has a unique ability to [mention specific skills or characteristics relevant to the opportunity], which will undoubtedly contribute to [explain how these skills will benefit the proposed opportunity or field].

I strongly believe that [Student's Name] is more than capable of succeeding in [specific opportunity], and I am confident that they will continue to inspire those around them.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or specific examples.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]