

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to recommend [Student's Name] for [specific position, program, scholarship, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [teacher, mentor, supervisor, etc.] in [specific context or course]. During [his/her/their] time with us, [Student's Name] has demonstrated exceptional [skills, qualities, or characteristics]. [He/She/They] consistently [describe specific accomplishments or contributions]. [Provide an example of a project, paper, or initiative that highlights the student's strengths.]
[Student's Name] possesses remarkable [qualities such as leadership, work ethic, creativity], which I believe will greatly benefit [recipient's program or position]. [He/She/They] is always eager to [describe willingness to learn, help others, collaborate, etc.], which has made a positive impact on [his/her/their] peers as well.
In conclusion, I highly recommend [Student's Name] for [specific position, program, scholarship, etc.]. I am confident that [he/she/they] will excel and make meaningful contributions. Please feel free to contact me at [your phone number] or [your email] if you have any questions or require further information.
Sincerely,
[Your Name]
[Your Title/Position]
[Your Institution/Organization]