

[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/admission] at [Institution/Program Name]. I have had the pleasure of knowing [Student's Name] for [duration] as their [your relationship, e.g., teacher, advisor] in [subject or activity]. During this time, I have been impressed by [Student's Name]'s [characteristics, e.g., dedication, work ethic, creativity]. [Provide specific examples of achievements, skills, or qualities that showcase the student's strengths].

[Student's Name] has also demonstrated [mention any extracurricular activities, leadership roles, or contributions to the community]. These experiences have helped to shape them into a well-rounded individual. I firmly believe that [Student's Name] will excel in [specific program or environment] and make a positive impact. I wholeheartedly recommend them without reservation.

Please feel free to contact me if you need further information.

Sincerely,

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