

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to recommend [Student's Name] for [program/opportunity]. As [his/her/their] [your relationship to the student, e.g., teacher, advisor] at [Institution Name], I have had the pleasure of witnessing [his/her/their] growth and dedication firsthand.

[Student's Name] demonstrates exceptional [skills/qualities related to the opportunity, e.g., leadership, creativity, perseverance].

[He/She/They] consistently [specific example of the student's strengths or accomplishments].

I believe that [Student's Name] will bring valuable contributions to [program/opportunity]. [His/Her/Their] passion and commitment make [him/her/them] a strong candidate.

Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Sincerely,
[Your Name]