

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

[Recipient's Name]  
[Recipient's 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 program, position, or opportunity]. I have had the pleasure of teaching [him/her/them] in [class/course name] at [Your Institution/Organization] for [duration].

[Student's Name] has consistently demonstrated [mention specific qualities, skills, or accomplishments]. [He/She/They] is [describe work ethic, dedication, and any positive contributions to class or projects]. I am confident that [Student's Name] will excel in [specific program, position, or opportunity] and will be a valuable addition to your [program, team, etc.].

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

[Your Name]  
[Your Position]