

[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, position, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your relationship to the student].

In [his/her/their] time in my [class/program/club], [Student's Name] demonstrated [specific qualities/skills]. For example, [provide an anecdote or example that showcases these qualities].

[Student's Name] is not only [positive trait], but also [another positive trait]. This was evident when [provide another example].

I have no doubt that [Student's Name] will excel in [program/position] and will bring [specific attributes] to your [institution/organization]. Please feel free to contact me at [your phone number] or [your email] if you need any more information or further insights.

Sincerely,

[Your Name]
[Your Position]