

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for [specific program, scholarship, or opportunity] at [Institution/Organization Name]. As [his/her/their] [subject] teacher at [School Name] for the past [duration], I have had the pleasure of witnessing [his/her/their] growth, dedication, and passion for learning.

[Student's Name] consistently demonstrates [specific qualities or skills relevant to the opportunity, e.g., leadership, creativity, diligence].

[He/She/They] has [specific examples of achievements, projects, or contributions]. Moreover, [Student's Name] is not only an outstanding student academically but also [describe any extracurricular activities, community involvement, or personal attributes].

I am confident that [Student's Name] will excel at

[Institution/Organization Name] and contribute positively to [specific aspect of the opportunity]. [He/She/They] is eager to embrace new challenges and is always willing to support [his/her/their] peers.

Thank you for considering this exceptional candidate. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]
[Your Position]
[School Name]