

[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 pleased to write this letter of referral for [Student's Name], who is a [grade/year] student in my [subject] class at [School Name]. I have had the pleasure of teaching [him/her/them] for [duration], and I believe [he/she/they] would be an excellent candidate for [program/scholarship/opportunity].

[Student's Name] has consistently demonstrated [specific qualities, skills, or achievements that make the student stand out]. For example, [provide specific examples or anecdotes that highlight the student's abilities or character]. [He/She/They] exhibits a strong work ethic and dedication to [his/her/their] studies, often going above and beyond expectations.

In addition to [his/her/their] academic accomplishments, [Student's Name] is actively involved in [extracurricular activities, volunteer work, or leadership roles]. [He/She/They] has shown remarkable [teamwork, leadership, creativity, etc.], which I believe will contribute positively to [the program/opportunity].

I have no doubt that [Student's Name] will excel in [the program/opportunity] and make a significant impact. I highly recommend [him/her/them] without reservation. Please feel free to reach out to me at [your phone number] or [your email] if you have any questions or need further information.

Sincerely,

[Your Name]  
[Your Position]