

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

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Student's Name] in support of their application for [specific program, scholarship, opportunity]. As [Your Position] at [Your Institution], I have had the privilege of working with [Student's Name] for [duration] in my [course, project, etc.].

During this time, I have been impressed by [Student's Name]'s [qualities/skills, e.g., dedication, analytical thinking, leadership]. They have demonstrated [specific examples of achievements or contributions].

[Additional paragraph outlining academic performance, skills relevant to the opportunity, personal traits, etc.]

I have no doubt that [Student's Name] will excel in [specific program/opportunity] and make a valuable contribution. I strongly recommend them for [specific program/opportunity].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]