

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

Dear Members of the Admission Committee,

I am writing to highly recommend [Student's Name] for admission to [University Name]. As [his/her/their] [Teacher/Mentor/Supervisor] in [Subject/Field] at [School/Organization], I have had the pleasure of witnessing [his/her/their] growth and dedication over the past [duration].

[Student's Name] has consistently demonstrated [specific qualities, abilities, or achievements]. [He/She/They] excels in [specific skills or subjects], showcasing [his/her/their] passion and talent for [related field].

One of the key strengths that sets [Student's Name] apart is [his/her/their] ability to [specific example that highlights relevant skills or attributes]. This skill was evident when [provide a specific example or anecdote].

In addition to [his/her/their] academic accomplishments, [he/she/they] is also involved in [extracurricular activities, volunteer work, etc.], which further exemplifies [his/her/their] commitment to personal growth and community involvement.

I am confident that [Student's Name] will thrive in the academic environment at [University Name] and will contribute positively to the campus community. [His/Her/Their] enthusiasm and determination are truly commendable.

Thank you for considering this application. Should you require any further information, please feel free to contact me.

Sincerely,

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