

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

Admissions Office

[University Name]
[University Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am pleased to recommend [Student's Name] for admission to your esteemed program at [University Name]. As [his/her/their] [teacher, supervisor, etc.] for the past [duration], I have had the opportunity to observe [his/her/their] academic and personal growth firsthand.

[Student's Name] has consistently demonstrated [key qualities: dedication, intelligence, creativity, etc.], particularly in [specific subjects or projects]. One instance that stands out is when [provide a specific example of an accomplishment or project]. This not only illustrates [his/her/their] ability to [related skills], but also highlights [his/her/their] passion for [related field or subject].

In addition to academic achievements, [Student's Name] is also known for [mention extracurricular activities, leadership roles, community service, etc.]. [He/She/They] is a natural leader and has contributed positively to [example: school community, team project, etc.].

I fully support [Student's Name]'s application to [University Name] and believe [he/she/they] will make a valuable addition to your academic community. If you have any further questions or require additional information, please do not hesitate to contact me.

Thank you for considering this application.

Sincerely,

[Your Name]
[Your Position]
[Your Institution]