

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for
[Program/Position/Opportunity] at [Institution/Organization]. As [Your
Position] at [Your Institution], I have had the pleasure of teaching and
mentoring [Student's Name] in [Course/Subject] during [time period].
[Student's Name] has demonstrated exceptional [describe qualities,
skills, or achievements]. For example, [provide specific examples of
achievements or projects]. Their ability to [mention relevant skills or
traits] sets them apart from their peers.

Furthermore, [Student's Name] exhibits remarkable [mention soft skills
such as leadership, teamwork, etc.], which was evident when [give an
example]. They are also committed to [mention relevant goals or values
that align with the opportunity].

I have no doubt that [Student's Name] will excel in
[Program/Position/Opportunity] and make a significant contribution to
[Institution/Organization]. Please feel free to contact me if you require
any further information or insights.

Sincerely,

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