

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

Dear [Recipient's Name],

I am pleased to recommend [Student's Name] for [scholarship, program, position, etc.]. As [his/her/their] [teacher/coach/mentor] at [School Name], I have had the pleasure of observing [his/her/their] growth and development as a junior varsity [sport/activity] participant.

[Student's Name] demonstrates exceptional [qualities such as leadership, teamwork, dedication, etc.]. [He/She/They] consistently [give specific examples of accomplishments or contributions]. Additionally, [his/her/their] positive attitude and work ethic inspire [his/her/their] peers and contribute to a supportive team environment.

Beyond athletics, [Student's Name] excels in [mention academic achievements, community service, etc.]. [He/She/They] embodies the values of [school/organization name] through [specific actions or characteristics].

I have no doubt that [Student's Name] will make a significant impact in [future endeavors/unique opportunities]. I wholeheartedly recommend [him/her/them] without reservation.

Please feel free to contact me at [your email/phone number] if you require further information.

Sincerely,

[Your Name]
[Your Position]
[School Name]