

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program, position, opportunity, etc.]. As [his/her/their] academic mentor at [Your Institution/Organization], I have had the pleasure of working closely with [Student's Name] over the past [duration] and have been consistently impressed by [his/her/their] dedication and capabilities.

[Student's Name] has demonstrated exceptional [mention specific skills or qualities relevant to the opportunity]. For example, during [specific project or course], [he/she/they] [describe what the student did and the outcome]. This experience highlighted [his/her/their] ability to [mention skills relevant to the opportunity].

In addition to [his/her/their] academic accomplishments, [Student's Name] possesses strong [mention other relevant skills or qualities, such as leadership, teamwork, or communication]. [Provide a specific example that illustrates these qualities]. This ability to [describe outcome or result] speaks volumes about [his/her/their] potential for future success.

Based on my observations and interactions with [Student's Name], I am confident that [he/she/they] will excel in [specific program, position, opportunity, etc.]. [He/She/They] is not only a dedicated and talented student but also a person of integrity and character.

I wholeheartedly recommend [Student's Name] for [specific program, position, opportunity, etc.]. If you have any further questions or would like to discuss [his/her/their] qualifications in more detail, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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