

[Your Name]
[Your Position]
[Your Institution or Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office]
[University Name]
[University Address]
[City, State, Zip Code]

Dear Members of the Admissions Committee,
I am writing to highly recommend [Applicant's Name] for admission to [University Name]. As [his/her/their] [Teacher/Professor/Supervisor] for [duration], I have had the pleasure to witness [his/her/their] growth and dedication firsthand.

[Applicant's Name] has consistently demonstrated [key qualities such as leadership, critical thinking, creativity, etc.]. [He/She/They] excelled in [specific course, project, or experience], showcasing [his/her/their] ability to tackle challenges with enthusiasm and diligence.

One of the standout moments during [his/her/their] time [in my class/working with me] was when [describe a specific achievement or project]. This experience revealed [Applicant's Name]'s capacity for [relevant skills or attributes related to their intended field of study].

Beyond academics, [Applicant's Name] is actively involved in [extracurricular activities, volunteer work, etc.], which illustrates [his/her/their] commitment to [personal development/community service/etc.]. [He/She/They] brings a unique perspective that will enrich the diverse environment at [University Name].

I am confident that [Applicant's Name] will thrive at [University Name] and make meaningful contributions to your academic community. I strongly recommend [him/her/them] without reservation.

Thank you for considering this exceptional candidate.

Sincerely,

[Your Name]
[Your Position]
[Your Institution or Company]