

[Your Name]  
[Your Title/Position]  
[Your Institution]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admission Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear Members of the Admissions Committee,  
I am pleased to recommend [Student's Name] for admission to [University Name]. I have had the privilege of teaching [him/her/them] in [Course Name] during [Semester/Year], and I can confidently say that [he/she/they] is one of the most outstanding students I have encountered. [Student's Name] has demonstrated exceptional [qualities/skills relevant to the program, e.g. analytical thinking, creativity, leadership], notably through [specific example or project]. [He/She/They] consistently participates in class discussions, bringing insightful perspectives that challenge both peers and instructors to think deeper. In addition to [his/her/their] academic excellence, [Student's Name] is actively involved in [extracurricular activities, volunteer work, or other relevant experiences]. [He/She/They] has shown remarkable commitment to [describe involvement and impact], which speaks volumes about [his/her/their] character and dedication. I am confident that [Student's Name] will excel at [University Name] and contribute positively to the university community. [His/Her/Their] passion for [intended field of study] and unwavering determination are qualities that set [him/her/them] apart as a promising candidate. Please feel free to contact me if you require any further information or specific examples of [Student's Name]'s accomplishments. Thank you for considering this exceptional student for admission to your esteemed institution.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Institution]