

[Your Name]  
[Your Position]  
[Your Department]  
[Your University]  
[Your Email]  
[Your Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution]  
[Recipient's Address]

Dear [Recipient's Name],

I am writing to highly recommend [Student's Name] for [Program/Opportunity name] at [Recipient's Institution]. As [Student's Name]'s [your relationship, e.g., professor, advisor] during their time at [Your University], I have had the pleasure of observing their academic growth and passion for [field/subject].

[Student's Name] has consistently demonstrated exceptional [qualities or skills relevant to the program, e.g., analytical skills, leadership abilities], which I believe will make them a valuable asset to your program. One of their notable achievements includes [specific project or accomplishment].

Moreover, [Student's Name] possesses strong [mention any relevant soft skills, e.g., communication, teamwork] that complements their technical skills. Their ability to [specific skill or experience] has not only benefited their peers but also contributed to a positive learning environment.

I am confident that [Student's Name] will excel in [Program/Opportunity name] and make a meaningful contribution. If you need further details, please feel free to contact me.

Sincerely,

[Your Name]  
[Your Position]