

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

Dear [Recipient's Name],

I am writing to highly recommend [Student's Name] for admission to the [Program/School Name] for the [specific academic year/term]. As [his/her/their] [teacher/coach/mentor] for the past [number] years, I have had the pleasure of witnessing [his/her/their] growth and development both academically and personally.

[Student's Name] has consistently demonstrated exceptional [qualities/skills relevant to the admission, such as leadership, teamwork, dedication, etc.]. [He/She/They] excels in [specific subjects or activities], and [his/her/their] dedication to [his/her/their] studies and extracurricular activities is truly commendable.

One of the most remarkable instances I observed was when [describe a specific example or achievement that illustrates the student's strengths]. This experience highlighted not only [his/her/their] academic abilities but also [his/her/their] character and resilience.

I am confident that [Student's Name] will bring the same level of enthusiasm and determination to [Program/School Name] as [he/she/they] has in our school. [He/She/They] is well-prepared to thrive in a challenging academic environment and will contribute positively to the community.

Please feel free to contact me at [your phone number] or [your email] if you require any further information or insight into [Student's Name]'s qualifications.

Thank you for considering this recommendation.

Sincerely,

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