

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient School/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to refer [Student's Name], a [Grade Level] student at [Your School Name], for [specific program, opportunity, or purpose of referral]. I have had the pleasure of teaching [him/her/them] in [Subject/Class] during [specific time period], and I believe [he/she/they] possesses the qualities and skills that make [him/her/them] an excellent candidate for this [program/opportunity].

[Student's Name] has consistently demonstrated [mention specific strengths, skills, or achievements relevant to the referral].

[He/She/They] is not only dedicated to [his/her/their] studies but also actively participates in [mention any extracurricular activities, projects, or community service].

[Include any anecdotes or specific examples that highlight the student's abilities and character]. This experience showcases [his/her/their] [mention qualities like determination, teamwork, leadership, etc.].

I am confident that [Student's Name] will excel [in your program/at your school] and contribute positively to your community. Please feel free to contact me if you need any further information or clarification regarding this recommendation.

Thank you for considering this referral.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[School Name]