

[Your Name]
[Your Position]
[Your School/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Their Position]
[VK School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Student's Name] for admission to VK School. As [his/her/their] [Your Relationship to the Student, e.g., teacher, counselor], I have had the pleasure of knowing [him/her/them] for [duration] and have witnessed [his/her/their] growth and dedication to [specific subjects or skills].

[Student's Name] has consistently demonstrated [specific qualities, such as commitment, creativity, and leadership]. One example of this is [provide a specific example or anecdote that highlights the student's abilities and character].

In addition, [he/she/they] has participated in [mention any extracurricular activities, volunteer work, or projects], showcasing [his/her/their] ability to balance academics and interests effectively. [He/She/They] is not only a talented student but also a wonderful team player who contributes positively to [his/her/their] peers.

I am confident that [Student's Name] will thrive at VK School and make invaluable contributions to the community. I highly recommend [him/her/them] for admission and believe [he/she/they] will excel in [his/her/their] future endeavors.

Thank you for considering this recommendation. Please feel free to contact me if you need any additional information.

Sincerely,

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