

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

[Recipient's Name]
[Recipient's Title]
[Department/Office Name]
[Vermont State University]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],
I am pleased to write this letter of recommendation for [Student's Name], who is applying for [specific program, position, scholarship, etc.] at Vermont State University. I have had the pleasure of knowing [Student's Name] for [duration] as [his/her/their] [relationship to the student, e.g., professor, advisor, employer], and in that time, I have been consistently impressed by [his/her/their] [specific qualities, skills, or achievements].

[In this paragraph, provide specific examples of the student's capabilities, accomplishments, or contributions that are relevant to the program or position they are applying for. Include anecdotes or stories that highlight their skills and character.]

[In this paragraph, discuss the student's character, work ethic, and any other personal attributes that make them a suitable candidate for Vermont State University. You may also mention any challenges they have overcome and how that has shaped them.]

I am confident that [Student's Name] will bring the same dedication and passion to Vermont State University as [he/she/they] has demonstrated in [his/her/their] time with me. I wholeheartedly recommend [him/her/them] for [specific program, position, scholarship, etc.], and I believe that [he/she/they] will be a valuable addition to your community.

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

Sincerely,

[Your Name]
[Your Title/Position]