

[Your Name]
[Your Title/Position]
[Your Organization/Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
To Whom It May Concern,
I am writing to wholeheartedly recommend [Student's Name] for [specific program, job, or opportunity] at Western Governors University. Having worked with [him/her/them] for [duration] in my capacity as [your relationship to the student], I have witnessed [his/her/their] exceptional qualities and dedication first-hand.
During [his/her/their] time in [specific course or project], [Student's Name] demonstrated remarkable [mention relevant skills or attributes - e.g., leadership, work ethic, problem-solving abilities]. [He/She/They] consistently [provide specific examples of achievements or contributions].
One of the standout moments from our collaboration was when [describe a specific situation that showcases the student's skills or character]. This experience made it clear that [Student's Name] is not just a committed student but also someone who actively contributes to [his/her/their] peers and the learning environment.
I am confident that [Student's Name] will bring the same level of enthusiasm and diligence to [program/job you are recommending for]. [His/Her/Their] passion for [field of study/profession] and determination to excel make [him/her/them] an ideal candidate for [specific opportunity].
Please feel free to contact me at [phone number] or [email address] if you would like to discuss [Student's Name]'s qualifications further.
Thank you for considering this recommendation.
Sincerely,
[Your Signature (if sending hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Organization]