

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

Dear [Recipient Name],

I am writing to recommend [Student's Name] for [specific program or opportunity] at [Institution/Organization Name]. I have had the pleasure of knowing [Student's Name] for [duration] as [his/her/their] [professor/advisor/supervisor], and I can confidently say that [he/she/they] is an exceptional candidate who will excel in your program. Throughout [his/her/their] time in my [class/lab/organization], [Student's Name] has consistently demonstrated [mention specific skills, qualities, or achievements]. [He/She/They] possesses a unique blend of [specific abilities or characteristics], which sets [him/her/them] apart from [his/her/their] peers.

One particular instance that stands out is when [describe a relevant experience or achievement]. This experience not only showcased [his/her/their] [skills], but also [characteristic, such as leadership, perseverance, etc.].

[Student's Name] also exhibits a strong commitment to [mention any relevant extracurricular activities or community service], further highlighting [his/her/their] dedication and passion for [field of study or interest].

I have no doubt that [Student's Name] will bring the same level of enthusiasm, diligence, and excellence to [Institution/Organization Name]. I highly recommend [him/her/them] for [specific program or opportunity], and I am confident that [he/she/they] will be a valuable asset to your team.

Thank you for considering this recommendation. If you have any further questions, please feel free to contact me.

Sincerely,

[Your Name]  
[Your Position/Title]