

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

Dear [Recipient Name],

I am writing to recommend [Student's Name] for [specific program, scholarship, job, etc.]. I have had the pleasure of teaching [him/her/them] in [subject/course] during [time period] and have witnessed [his/her/their] remarkable growth and dedication.

[Student's Name] has consistently demonstrated [mention specific qualities, skills, or achievements]. For instance, [provide a specific example or anecdote that illustrates these qualities].

In addition to [his/her/their] academic abilities, [Student's Name] is also [mention any extracurricular activities, leadership roles, or community service]. [He/She/They] [explain how these experiences contribute to the student's character].

I am confident that [Student's Name] will excel in [the opportunity being pursued] and make a positive impact at [Recipient's Institution/Organization]. I wholeheartedly recommend [him/her/them] without reservation.

Please feel free to contact me if you have any questions or require further information. Thank you for considering this outstanding student.

Sincerely,

[Your Name]
[Your Position]