

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

Dear [Recipient Name],

I am writing to recommend [Student's Name] for the [Xterm Program/Opportunity]. I have had the pleasure of teaching and mentoring [him/her/them] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, [Student's Name] has consistently demonstrated exceptional [skills/qualities relevant to the xterm], such as [specific skills/qualities]. [He/She/They] has shown remarkable [describe a specific achievement or project], which reflects [his/her/their] ability to [explain how this relates to the opportunity].

[Student's Name] is not only diligent and hardworking but also possesses the intellectual curiosity necessary for [the xterm's field/subject].

[He/She/They] engages thoughtfully with [ideas/concepts], and [his/her/their] contributions often enhance the learning environment for all peers.

I am confident that [Student's Name] will bring the same enthusiasm and dedication to the [Xterm Program/Opportunity] as [he/she/they] have shown in my class. I wholeheartedly support [his/her/their] application and believe [he/she/they] will thrive in this enriching environment.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]  
[Your Position]