

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for admission to [School Name]. As [his/her/their] [teacher/counselor/etc.] for [duration], I have had the pleasure of witnessing [his/her/their] growth and dedication to [academic subjects, extracurricular activities, etc.]. [Provide specific examples of the student's strengths, accomplishments, and character traits that make them a good fit for the school.]

[Student's Name] has consistently demonstrated [qualities such as leadership, responsibility, creativity, etc.], and I am confident that [he/she/they] will contribute positively to the school community.

[Provide additional relevant examples or anecdotes.]

In conclusion, I strongly support [Student's Name]'s application to [School Name] and believe that [he/she/they] will thrive in your environment. Thank you for considering this outstanding candidate.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your School/Organization]