

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[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 [specific program, scholarship, or position] at [School Name]. As [his/her/their] [teacher/counselor/etc.] for [duration], I have had the pleasure of witnessing [his/her/their] growth and achievements firsthand.

[Student's Name] has demonstrated exceptional skills in [subjects or activities relevant to the recommendation]. [He/She/They] possess a unique ability to [describe specific qualities or strengths], which sets [him/her/them] apart from [his/her/their] peers.

Additionally, [Student's Name] is highly involved in [extracurricular activities, leadership roles, volunteer work], illustrating [his/her/their] commitment and passion beyond academics. [Include a specific example that showcases these qualities.]

I have no doubt that [Student's Name] will thrive at [School Name]. [He/She/They] will bring enthusiasm, determination, and a strong work ethic, contributing positively to the school community.

Thank you for considering this recommendation. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]  
[Your Position]