

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

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program, scholarship, opportunity] at [Recipient's Institution/Organization]. I have had the pleasure of [teaching/mentoring/supervising] [Student's Name] in [class/course/project] for [duration of time]. During this time, [he/she/they] has consistently demonstrated [mention skills, qualities, or achievements relevant to the opportunity]. [Provide specific examples of the student's work, performance, or character]. [Student's Name]'s [specific skills or traits] make [him/her/them] an ideal candidate for [the opportunity]. I am confident that [he/she/they] will excel and contribute positively to your [program/institution]. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]