

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[School/Organization Name]
[School/Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am pleased to recommend [Student's Name] for [specific program/school/position]. As [his/her/their] [teacher/counselor/administrator] at [Your School], I have had the pleasure of witnessing [his/her/their] growth and dedication firsthand. [Student's Name] has consistently demonstrated exceptional [qualities or skills, e.g., leadership, academic excellence, creativity]. [He/She/They] actively participates in [mention extracurricular activities or relevant experiences], which has contributed to [his/her/their] impressive skill set.

What sets [Student's Name] apart is [provide specific examples or anecdotes that illustrate the student's strengths]. For instance, [describe an event or project where the student excelled].

I have no doubt that [Student's Name] will excel in [his/her/their] future endeavors and make a positive impact at [the new school/program]. 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 Name]
[Your Position]