

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for [specific opportunity, program, position, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship to the student, e.g., instructor, advisor, supervisor].

During this time, [Student's Name] has demonstrated exceptional qualities such as [list key skills, traits, or accomplishments]. [He/She/They] consistently [describe specific example(s) of skills or merits].

[Include additional details supporting your recommendation, such as work ethic, teamwork, leadership skills, specific achievements, contributions, etc.].

In conclusion, I am confident that [Student's Name] will excel in [program/opportunity] and make a valuable contribution. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]
[Your Position]