

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

Admissions Office
Yakima Valley Community College
[School Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to recommend [Student's Name] for admission to Yakima Valley Community College. I have had the pleasure of working with [him/her/them] for [duration] as [his/her/their] [teacher/supervisor/mentor] in [context, e.g., class, project, job].

[Student's Name] has demonstrated remarkable [qualities/skills, e.g., dedication, creativity, leadership] during the time I have known [him/her/them]. [Provide specific examples of the student's strengths and accomplishments].

I am confident that [Student's Name] will excel at Yakima Valley Community College and contribute positively to the campus community.

[He/She/They] possess the determination and enthusiasm necessary to thrive in [his/her/their] academic endeavors.

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

Sincerely,

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