

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

Dear [Recipient Name],

I am writing to highly recommend [Student's Name] for the [specific opportunity, e.g., internship, job position] at [Company/Organization Name]. As [his/her/their] [instructor/supervisor/mentor] at [Your Institution/Organization], I have had the pleasure of observing [Student's Name]'s academic and professional development over the past [duration].

During [his/her/their] time in [specific course or program], [he/she/they] exhibited exceptional [skills/qualities relevant to the opportunity, e.g., analytical skills, communication, teamwork]. [Provide specific examples of projects or tasks that demonstrate these skills/qualities].

[Student's Name] is not only [adjective, e.g., diligent, innovative], but also demonstrates a strong ability to [another relevant skill or quality]. [He/She/They] has shown a commitment to [specific field or industry] and has actively engaged in [relevant activities, e.g., extracurriculars, volunteer work].

I am confident that [Student's Name] will bring [his/her/their] strong work ethic and passion for [field/industry] to [Company/Organization Name]. [He/She/They] would be an asset to your team, and I fully support [his/her/their] application.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]