

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

Dear [Recipient Name],

I am writing to highly recommend [Student's Name] for [specific program, scholarship, or opportunity] at [Institution/Organization]. I have had the pleasure of knowing and teaching [him/her/them] for [duration] at [Your Institution/School].

During this time, [Student's Name] has demonstrated exceptional qualities that make [him/her/them] a standout individual. [He/She/They] has consistently shown [specific qualities or skills - e.g., dedication, intelligence, leadership abilities], which I believe will contribute greatly to [his/her/their] success in the [program, scholarship, or opportunity].

[Provide specific examples of the student's achievements, projects, or contributions. Highlight their academic performance, extracurricular involvement, or any unique skills that set them apart.]

Furthermore, [Student's Name]'s character is commendable. [He/She/They] is [describe personal attributes - e.g., respectful, hardworking, and empathetic] and possesses a deep understanding of [mention any relevant cultural, social, or historical context if applicable]. [His/Her/Their] ability to connect with others and work collaboratively makes [him/her/them] an asset to [any team or community].

I wholeheartedly support [Student's Name] in pursuing this opportunity and am confident that [he/she/they] will excel and make a positive impact at [institution/organization]. If you require any further information, please do not hesitate to contact me.

Thank you for considering this outstanding student.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]