

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for [specific opportunity, e.g., scholarship, program, position] at [Recipient's Institution/Organization]. I have had the pleasure of knowing [Student's Name] for [duration] as their [your relationship, e.g., teacher, mentor] at [Your Institution/Organization].

During this time, I have been consistently impressed by [his/her/their] [mention specific qualities, skills, or achievements]. [Student's Name] has demonstrated [list skills or traits, e.g., exceptional problem-solving abilities, strong work ethic, leadership qualities] throughout [his/her/their] time in my class/program.

One instance that stands out is when [provide a specific example or anecdote that highlights the student's strengths]. This experience showcased [his/her/their] [skills or characteristics demonstrated] and left a lasting impression on both me and [his/her/their] peers.

In addition to [his/her/their] academic prowess, [Student's Name] is also [mention any extracurricular involvement, community service, or relevant experience]. [He/She/They] has shown remarkable commitment to [specific interests or community work], which reflects [his/her/their] passion for [related field or activity].

I believe that [Student's Name] will be an asset to your [program/organization] and will contribute positively in every regard. I am confident that [he/she/they] is prepared to take on the challenges that lie ahead and excel in [his/her/their] future endeavors.

Please feel free to contact me if you require any further information or insights regarding [Student's Name]. Thank you for considering

[his/her/their] application.

Sincerely,

[Your Name]  
[Your Title/Position]