

[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 recommend [Student's Name] for [specific opportunity, program, or purpose]. I have had the pleasure of teaching [him/her/them] in [course name or context] at [Your Institution] during the [time period].

Throughout this time, [Student's Name] has demonstrated [specific qualities or skills relevant to the opportunity, e.g., leadership, dedication, intellectual curiosity]. [He/She/They] is particularly skilled in [mention any relevant subjects or projects].

One of the standout moments was when [describe a specific instance that showcases the student's strengths or achievements]. This experience not only highlighted [his/her/their] capability but also showcased [his/her/their] passion for [relevant field or subject].

In addition to [his/her/their] academic talents, [Student's Name] possesses excellent interpersonal skills, making [him/her/them] a valuable team member and leader among peers.

I am confident that [Student's Name] will bring the same enthusiasm and commitment to [the opportunity or program] as [he/she/they] has shown in [his/her/their] time at [Your Institution]. I strongly support [his/her/their] application and am excited to see [his/her/their] future achievements.

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

Sincerely,

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