

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

[Recipient's Name]
[Recipient's Title/Position]
[College/University Name]
[Department (if applicable)]
[College/University Address]
[City, State, Zip Code]

Dear [Recipient's Name or Admissions Committee],
I am writing to wholeheartedly recommend [Student's Name] for admission to [College/University Name]. As [his/her/their] [teacher/professor/mentor/employer] at [Your Institution or Organization] for [duration], I have had the pleasure of witnessing [his/her/their] growth and extraordinary dedication to [specific subject or area]. Throughout [his/her/their] time in my [class/program], I have been consistently impressed by [Student's Name]'s [mention specific qualities such as work ethic, passion for the subject, leadership skills, etc.]. [Provide specific examples or anecdotes that illustrate these qualities.] In addition to [his/her/their] academic achievements, [Student's Name] has also demonstrated [mention any extracurricular activities, volunteer work, or leadership roles]. This commitment to [service/community/leadership] sets [him/her/them] apart from [his/her/their] peers.

I am confident that [Student's Name] will bring the same level of enthusiasm, integrity, and dedication to [College/University Name] as [he/she/they] has shown here at [Your Institution]. [He/She/They] will undoubtedly make a positive impact on your campus community. Please feel free to contact me at [your phone number] or [your email address] if you have any further questions.

Sincerely,
[Your Name]
[Your Title/Position]