

[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]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program, scholarship, or opportunity] at [Institution/Organization Name]. I have had the pleasure of knowing and working with [Student's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization].

During this time, [Student's Name] has demonstrated [specific qualities, skills, or achievements]. [Provide examples of their work ethic, academic performance, leadership, etc.].

One particularly notable example of [his/her/their] capabilities was when [describe a specific project, experience, or achievement]. This experience showcased [his/her/their] [relevant skills or qualities], which I believe will serve [him/her/them] well in [new opportunity/program].

[Student's Name] is not only academically talented but also possesses [mention any personal qualities such as integrity, teamwork, etc.].

[He/She/They] has contributed positively to our community by [describe contributions].

I wholeheartedly recommend [Student's Name] for [specific opportunity] and have no doubt [he/she/they] will excel. Please feel free to contact me at [your phone number or email] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Institution/Organization]