

[Your Name]
[Your Title/Position]
[Your Department]
[Your University/Organization]
[University 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 highly recommend [Student's Full Name] for [specific program, position, or opportunity] at [Recipient's Institution/Organization]. I have had the pleasure of working with [Student's First Name] for [duration] as their [your relationship to the student, e.g., professor, advisor], during which I have observed their [specific qualities/skills].

[Paragraph discussing the student's academic achievements, skills, and contributions.]

[Paragraph providing specific examples of the student's work, projects, or relevant experiences.]

In conclusion, I believe [Student's First Name] would be an excellent addition to [program or opportunity]. I wholeheartedly recommend them without reservation.

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

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Department]