

[Your Name]

[Your Position]

[Your School/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to recommend [Student's Name] for transfer to [New School's Name]. As [his/her/their] [your relationship to the student, e.g., teacher, counselor, etc.] at [Current School's Name], I have had the pleasure of witnessing [his/her/their] academic and personal growth.

[Student's Name] has consistently demonstrated [mention specific qualities or achievements, e.g., dedication, teamwork, leadership, academic performance]. [He/She/They] has a strong commitment to [mention relevant subjects or activities].

In addition to [his/her/their] academic strengths, [Student's Name] is a [positive personal attribute, e.g., kind, respectful, hard-working] individual who has positively contributed to our school community. [He/She/They] has participated in [mention extracurricular activities, volunteer work, or other involvement].

I am confident that [Student's Name] will be a valuable addition to [New School's Name] and will continue to excel in [his/her/their] academic and personal pursuits. I highly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]