

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Student's Name] for transfer to [Target Institution] as [he/she/they] exemplifies outstanding leadership qualities that will enrich your campus community.

During [his/her/their] time at [Current Institution], [Student's Name] has demonstrated remarkable leadership through [specific examples, e.g., leading a club, organizing events, mentoring peers]. [He/She/They] consistently inspires [his/her/their] peers and fosters an inclusive environment conducive to collaboration and growth.

[Student's Name]'s ability to tackle challenges proactively while supporting others showcases [his/her/their] dedication and vision. [He/She/They] has not only excelled academically but has also ensured that [his/her/their] team members feel valued and motivated.

I am confident that [Student's Name] would be an asset to [Target Institution] and will continue to flourish as a leader. Please feel free to contact me for any further information regarding [his/her/their] application.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]