

[Your Name]

[Your Title]

[Your School/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[University/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Student's Name] for admission to [Program Name] at [University Name]. As [his/her/their] [Your Subject] teacher at [School Name] for the past [Duration] years, I have had the privilege of witnessing [his/her/their] growth and dedication first-hand.

[Student's Name] has consistently demonstrated exceptional [qualities such as analytical skills, teamwork, creativity, etc.]. [He/She/They] excels in [specific example or subject] and has shown a keen interest in pursuing [relevant field or goals related to graduate school].

Beyond academics, [Student's Name] has been involved in [activities, projects, or leadership roles]. [His/Her/Their] ability to [specific skills or achievements] has made a significant impact on our school community.

I am confident that [Student's Name] will bring the same enthusiasm and commitment to [University Name] as [he/she/they] has demonstrated at [School Name]. I strongly endorse [his/her/their] application and believe [he/she/they] will excel in [Graduate Program].

Thank you for considering this recommendation. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Title]