

[Your Name]
[Your Position]
[Your Department]
[Your Institution]
[Your Email]
[Your Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Institution]
[Institution Address]

Dear [Recipient Name],

I am writing to recommend [Student Name] for a waiver of the prerequisites for [Course Name]. As [his/her/their] instructor for [Previous Course/Subject], I have had the opportunity to observe [his/her/their] academic performance and dedication firsthand.

[Student Name] has demonstrated exceptional capabilities in [specific skills or knowledge relevant to the course]. [He/She/They] has consistently shown a strong aptitude for [related topics/skills], which I believe will enable [him/her/them] to excel in [Course Name].

Given [his/her/their] background and proactive approach to learning, I am confident that [Student Name] possesses the necessary skills to succeed in this course without completing the traditional prerequisites. I wholeheartedly support [his/her/their] request for a waiver.

If you have any further questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for considering this request.

Sincerely,

[Your Name]
[Your Position]