

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Email]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Recipient's Address]

Dear [Recipient's Name],

I am pleased to recommend [Student's Name] for the position of Teaching Assistant. As [his/her/their] [your relationship to the student, e.g., professor, mentor] at [Your Institution], I have had the pleasure of observing [his/her/their] development and commitment to education firsthand.

[Student's Name] has consistently demonstrated a strong work ethic and a passion for [subject or area of study]. [He/She/They] possesses excellent communication skills, which enable [him/her/them] to engage effectively with peers and students alike. [His/Her/Their] ability to explain complex concepts in an accessible manner has made [him/her/them] a standout among [his/her/their] peers.

During [his/her/their] time in my [class/lab/research team], [he/she/they] displayed remarkable [qualities or skills relevant to TA role, e.g., leadership, organizational skills], which are critical traits in a teaching assistant. [He/She/They] took the initiative to [specific examples of contributions or projects], showcasing [his/her/their] dedication to fostering a positive learning environment.

I have no doubt that [Student's Name] would be an invaluable addition to your team. [His/Her/Their] enthusiasm for teaching and ability to connect with students would greatly enhance the educational experience in [specific course or context].

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

Sincerely,

[Your Name]
[Your Title/Position]