

[Your Name]

[Your Title/Position]

[Your Department]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [specific program or scholarship] at [Institution Name]. As [his/her/their] professor in [Course Name] during [Semester/Year], I have had the pleasure of witnessing [his/her/their] academic growth and dedication to [his/her/their] studies.

[Student's Name] has consistently demonstrated exceptional skills in [specific skills related to the program, e.g., research, critical thinking, etc.]. [He/She/They] is not only a bright student but also shows remarkable [mention personal attributes, e.g., leadership, resilience, teamwork].

One notable project that [Student's Name] undertook was [describe project or accomplishment], which [describe outcome]. This experience underscored [his/her/their] ability to [mention relevant skills or traits].

I firmly believe that [Student's Name] would be a valuable addition to [Institution Name] and greatly benefit from the opportunities that [institution/program] offers. I wholeheartedly recommend [him/her/them] for this endeavor.

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

Sincerely,

[Your Name]

[Your Title/Position]