

[Your Name]

[Your Position]

[Your Institution]

[Institution Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Institution]

[Recipient Address]

[City, State, Zip Code]

Subject: Recommendation for [Applicant's Name]

Dear [Recipient Name],

I am writing to you in my capacity as [Your Position] at [Your Institution], to express my strong support for [Applicant's Name]'s application for the foreign educational exchange program.

[Applicant's Name] is an exceptional student, demonstrating remarkable [skills or qualities]. During their time at our institution, they have consistently shown [examples of accomplishments or character traits]. I am confident that [he/she/they] will thrive in an international academic environment.

[Optional: Specific examples of the applicant's achievements or contributions to your institution]

[Applicant's Name]'s passion for [field or subject] and commitment to [relevant goals or ideals] make them an ideal candidate for this opportunity. I believe that this exchange will not only benefit [Applicant's Name] but also enrich the host institution with [his/her/their] contributions.

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

Thank you for considering this outstanding applicant.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]