

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for [program/scholarship/job]. I have had the pleasure of knowing [him/her/them] for [duration] while [he/she/they] studied at [Your Institution].

[Student's Name] has consistently demonstrated remarkable skills in [specific skills or subjects]. [He/She/They] possesses a keen intellect and a passionate commitment to [field of study or career]. [Brief example of student's achievements or contributions].

Additionally, [Student's Name] is a proactive and dedicated individual. [He/She/They] has actively participated in [clubs, organizations, projects], showing [his/her/their] leadership and teamwork abilities.

I strongly believe that [Student's Name] will thrive in [new environment/opportunity], bringing [his/her/their] full dedication, creativity, and intellectual vigor. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [your email] or [your phone number] if you need further information.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]