

[Your Name]
[Your Position]
[Your Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Program Name]
[Organization/Institution]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to recommend [Student's Name] for the [Specific Student Leadership Program] at [Organization/Institution Name]. As [his/her/their] [Your Relationship to the Student, e.g., teacher, advisor] for [duration of time], I have had the opportunity to observe [his/her/their] remarkable leadership skills and dedication to [specific areas of interest or activities].

[Student's Name] consistently demonstrates [specific qualities or skills related to leadership, such as teamwork, initiative, or integrity]. [He/She/They] has made a positive impact within our community by [specific example of involvement or contribution].

With [his/her/their] passion for [specific interests or goals], I firmly believe that [Student's Name] will thrive in the [Specific Student Leadership Program]. I wholeheartedly support [his/her/their] application and am confident that [he/she/they] will bring valuable contributions to the program.

Thank you for considering my recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information.

Sincerely,
[Your Name]
[Your Position]