

[Your Name]

[Your Title/Position]

[Your Organization/Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for tuition relief for the [specific program or course] at [Institution's Name]. As [his/her/their] [relationship to the student], I have had the pleasure of witnessing [his/her/their] growth and dedication to [his/her/their] academic pursuits.

[Student's Name] demonstrates exceptional [qualities, skills, or achievements], and [he/she/they] has shown a sincere commitment to [field of study or area of interest]. I wholeheartedly believe that with the support of tuition relief, [he/she/they] will be able to focus more on [his/her/their] studies and contribute positively to our community.

Thank you for considering [Student's Name] for this opportunity. I am confident that [he/she/they] will excel and utilize this support wisely.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization/Institution]