

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

[Admissions Committee]
[Community College Name]
[College Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am pleased to recommend [Student's Name] for admission to [Community College Name]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your relationship to the student]. Throughout this time, [Student's Name] has demonstrated a strong work ethic, commitment to learning, and passion for [specific subject or activity].

[Student's Name] consistently goes above and beyond expectations. [He/She/They] has shown remarkable skills in [specific skills or achievements], making [him/her/them] an excellent candidate for your institution. [Provide a specific example demonstrating the student's abilities or character].

I firmly believe that [Student's Name] will thrive at [Community College Name] and will contribute positively to the campus community. [He/She/They] is eager to learn and grow, and I am confident that [he/she/they] will take full advantage of the opportunities available at your college.

Thank you for considering this application. If you have any further questions, feel free to contact me at [your phone number or email].

Sincerely,

[Your Name]