

Letter of Recommendation

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Institution]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Student's Name], who is applying for the Student Exchange Program at [Program/Institution Name]. I have had the privilege of teaching [him/her/them] in [Subject] for the past [duration] at [Your Institution].

[Student's Name] has consistently demonstrated exceptional academic performance and an eagerness to learn. [He/She/They] possesses a strong work ethic, curiosity about different cultures, and an openness to new experiences that make [him/her/them] an excellent candidate for this program.

Furthermore, [Student's Name] is a natural leader and consistently engages [his/her/their] peers in collaborative projects, showcasing [his/her/their] ability to adapt to various situations and work effectively in diverse groups. [His/Her/Their] communication skills are outstanding, which I believe will serve [him/her/them] well in an exchange environment.

I wholeheartedly support [Student's Name]'s application to the Student Exchange Program and am confident that [he/she/they] will make a positive contribution to your institution. If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering [Student's Name] for this remarkable opportunity.

Sincerely,

[Your Name]

[Your Position]