

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for a non-resident tuition exemption at [Institution Name]. As [his/her/their] [Professor/Mentor/Advisor] in the [Specific Program or Department], I have had the pleasure of witnessing [his/her/their] remarkable academic abilities and dedication to [his/her/their] studies.

[Student's Name] has consistently demonstrated exemplary performance in coursework, exhibiting a strong work ethic and a keen enthusiasm for [mention specific subjects or areas of study]. Furthermore, [he/she/they] has actively engaged in [related extracurricular activities, research projects, or community service], showcasing a deep commitment to [his/her/their] education and personal growth.

Given [his/her/their] outstanding achievements and potential, I firmly believe that [Student's Name] would greatly benefit from this exemption in order to continue thriving academically without the financial burden of non-resident tuition fees. [His/Her/Their] contributions to [Institution Name] would be invaluable, and I wholeheartedly support [his/her/their] application.

Thank you for considering this recommendation. I am confident that [Student's Name] will excel and make a positive impact at [Institution Name]. Please feel free to contact me if you need any further information.

Sincerely,
[Your Name]
[Your Title]