

Formal Recommendation Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone]

To Whom It May Concern,

I am pleased to write this letter of recommendation for [Student's Name] who is applying for the study abroad program at [Program/Institution Name]. As [his/her/their] [Your Relationship to the Student, e.g., professor, advisor] at [Your Institution/Organization], I have had the pleasure of observing [his/her/their] academic and personal growth over the past [duration].

[Student's Name] has consistently demonstrated exceptional [academic abilities/qualities], particularly in [specific subjects or areas]. [He/She/They] exhibit[s] a strong commitment to [his/her/their] studies and has shown remarkable [skills or traits, e.g., leadership, teamwork, etc.].

Furthermore, [Student's Name] is deeply curious and passionate about [field of interest related to the study abroad program]. [His/Her/Their] participation in [relevant experience, activity or project] has given [him/her/them] a robust foundation that will surely benefit [him/her/them] during [his/her/their] time abroad.

I wholeheartedly support [Student's Name]'s application for the study abroad program and am confident that [he/she/they] will be a valuable addition to [Program/Institution Name]. [His/Her/Their] enthusiasm, dedication, and willingness to embrace new challenges will not only enhance [his/her/their] learning experience but also contribute positively to your community.

Should you require any further information or clarification about [Student's Name], please feel free to contact me at [Your Phone] or [Your Email].

Thank you for considering this outstanding candidate.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Institution/Organization]