

Letter of Recommendation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[School/Institution's Name]

[School/Institution's Address]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for an adjustment to their academic schedule. As [his/her/their] [Teacher's/Advisor's Title] at [School/Institution's Name] for the past [duration], I have had the pleasure of witnessing [his/her/their] exceptional work ethic and dedication to [his/her/their] studies.

[Student's Name] has shown considerable interest in [specific subject or field], which is evident in [his/her/their] class participation, assignments, and interaction with peers. Given [his/her/their] passion and aptitude, I believe that a modified schedule that emphasizes [specific subjects or activities] would significantly benefit [his/her/their] academic growth and overall development.

Moreover, [mention any relevant circumstances, such as extracurricular commitments or personal challenges that warrant the adjustment]. I am confident that with a revised schedule, [Student's Name] will thrive and continue to make positive contributions to our school community.

Thank you for considering this recommendation. I am eager to support [Student's Name] in any way possible to facilitate this adjustment, and I am happy to provide any additional information you may require.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]