

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for learning support services. As [his/her/their] [teacher/counselor/mentor] at [Your Organization] for the past [duration], I have had the opportunity to witness [his/her/their] growth and resilience firsthand.

[Student's Name] has demonstrated exceptional determination in facing academic challenges, particularly in [specific subject or area]. [He/She/They] is proactive in seeking help and shows a genuine commitment to improving [his/her/their] learning outcomes.

In addition to [his/her/their] academic efforts, [Student's Name] is a valued member of our school community. [He/She/They] collaborates effectively with peers, often helping others and contributing positively to group settings.

I truly believe that with the appropriate learning support services, [Student's Name] will continue to thrive and reach [his/her/their] full potential. I wholeheartedly recommend [him/her/them] for the services offered.

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]