

[Your Name] [Your Relationship to the Student] [Your Institution or Affiliation] [Your Address] [City, State, ZIP Code] [Your Email Address] [Date]

[Recipient's Name] [Recipient's Title/Position, if applicable] [Recipient's Institution, School, or Program] [Recipient's Address] [City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to highly recommend [Student's Name] for [Academic Program/Scholarship/Opportunity]. I have had the privilege of knowing [Student's Name] for [length of time], during which time I have had the opportunity to work closely with them in [context of your relationship, e.g., classes, research].

[Student's Name] has consistently impressed me with their dedication to their studies and their passion for [mention the academic field or subject]. Their grades have been consistently excellent, and they have consistently demonstrated a strong commitment to their academic pursuits.

What sets [Student's Name] apart, in my opinion, is their [mention specific qualities or characteristics, e.g., creativity, problem-solving skills, and strong work ethic]. They have a remarkable ability to [provide an example or anecdote that illustrates this quality].

Beyond academics, [Student's Name] is actively involved in [mention any extracurricular activities or community involvement]. This demonstrates their well-roundness and their ability to manage their time effectively.

I believe that [Student's Name] has great potential and will undoubtedly excel in [Academic Program/Scholarship/Opportunity]. I wholeheartedly support their application and believe they would be a valuable addition to your program.

Please feel free to reach out to me if you have any further questions or need additional information about [Student's Name]. You can reach me at [Your Email Address] or [Your Phone Number].

Warm regards,

[Your Name]