

# Sample Recommendation Letter for Student

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[Your Name]

[Your Position]

[Your Institution/Company]

[Institution/Company Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution/Company]

[Institution/Company Address]

[City, State, Zip]

**Subject: Recommendation for [Student's Name]**

**Dear [Recipient's Name],**

I am writing to highly recommend [Student's Name] for [specific program, scholarship, position] at [University/Institution's Name]. As [Your Position], I have had the pleasure of witnessing [Student's Name]'s remarkable growth and academic dedication over the [time period].

[Student's Name] has consistently demonstrated exceptional strengths in [mention academic strengths, projects, or fields]. Their ability to [mention specific skills or achievements] stands out as one of their most impressive qualities. Moreover, [he/she/they] has actively contributed to [mention any extracurricular activities, clubs, or organizations], showcasing leadership and teamwork skills.

[Insert a specific example of the student's achievement or a situation that highlights their capabilities and character.]

[Student's Name]'s academic achievements are matched by [his/her/their] character. [He/She/They] is [describe the student's personal qualities, such as determination, ethics, or compassion]. These attributes have not only enriched our learning environment but have left a lasting impression on peers and faculty alike.

I am confident that [Student's Name] will bring the same level of excellence, dedication, and passion to your [program/department]. [He/She/They] has my highest recommendation. Should you require further information, please do not hesitate to contact me.

**Sincerely,**

**[Your Signature (if sending by mail)]**

**[Your Name]**

**[Your Position]**