**Personal Recommendation Letter for Student**

**[Your Name]  
[Your Position]  
[School/Organization Name]  
[Address]  
[City, State, ZIP Code]  
[Date]**

**[Recipient’s Name]  
[Recipient’s Position/Title]  
[Institution/Organization Name]  
[Institution/Organization Address]  
[City, State, ZIP Code]**

**Dear [Recipient’s Name],**

**I am writing this letter of recommendation for [Student’s Name], who has been a student in my [subject/class] for the past [duration]. [Student’s Name] has consistently demonstrated a strong work ethic, remarkable enthusiasm for learning, and an innate ability to work well with peers.**

**[Student’s Name] has excelled academically in my class, maintaining high grades and actively participating in discussions. One of [his/her/their] greatest strengths is [his/her/their] attention to detail and commitment to thoroughly understanding the material. In group projects, [he/she/they] takes the lead, ensuring that every member feels included and that the project is completed successfully. [Student’s Name]’s interpersonal skills are just as commendable as [his/her/their] academic ones.**

**In addition to [his/her/their] studies, [Student’s Name] is actively involved in [list relevant extracurriculars or volunteer work]. This involvement highlights [his/her/their] dedication to growth and community engagement, values I am certain [he/she/they] will carry forward. I firmly believe [Student’s Name] will be a valuable asset to any academic or professional environment [he/she/they] joins.**

**Please contact me at [Your Contact Information] if you would like any more insights into [Student’s Name]’s character or performance.**

**Warm regards,  
[Your Name]**