

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]