[Date]

Dear Admissions Officer,

It's my pleasure to extend my highest recommendation for [candidate's name] for admittance to the [program name] at [name of college] for the [year] school year.

I'm a [your position] at [your place of employment.] I've known [candidate's first name] for [number] years since we first met [brief explanation of the meeting.] All of us at [your place of employment] are proud of [candidate's first name] during this pivotal moment in [candidate's pronoun] life, and I'm honored to write this letter on [candidate's pronoun] behalf.

During [candidate's pronoun] time at [place that you know the candidate from], [candidate's first name] has shown [positive skill or quality] and [positive skill or quality] in both [potential area of interest to the admissions officer] and [potential area of interest to the admissions officer.] [Candidate's pronoun] [positive skill or quality] earned [candidate's first name] a [award, accolade or general praise], and [candidate's pronoun] [positive skill or quality] helped [candidate's pronoun] to achieve [award, accolade or general praise.]

[Candidate's name in possessive form] [positive attribute] is very impressive. [Elaborate on a key trait this individual possesses by giving a significant personal example.]

I'm absolutely confident that [candidate's first name] is a great fit in the [program name] at [name of college or university.] [Candidate's pronoun] is a [positive attribute] with a [another positive attribute.] I don't doubt that [candidate's first name] will be a positive influence on others in the program at [name of college or university.] If you have any questions about the time I spent as a [your relationship to the candidate] for [candidate's formal title and last name], please reach out to me. I'm happy to discuss this further.

Sincerely,

[Your signature]
[Your name]
[Formal title]
[Place of employment]
[Contact information]