[Your name]  
[Your address]  
[Your phone number]  
[Your email]

[Date]

[Addressee's name]  
[Addressee's title]  
[Addressee's company name]  
[Addressee's company address]

Dear Mr./Ms./Professor [insert name] /Admissions Committee,

I am pleased to recommend [insert subject's name] for admission to [insert academic/educational institution and department]. Over the past [insert time period], I have served as [her/his/their] [insert your academic title] at [insert institution name]. During that time, I have seen tremendous growth in both [her/his/their] academic and personal goals.

I was always impressed by [her/his/their] [insert first quality] and [insert second quality]. As one of my students, [insert subject's name] managed to [insert first example] and managed to [insert second example].

[Insert subject's name] was a delight to teach and I am confident that [she/he/they] will valuable addition to your institution.

Please feel free to contact me if you have any further questions about [her/his/their] personal or academic work and achievements.

Sincerely,

Sincerely,

[Your name]  
[Signature for hard copy]