Recommendation Letter Template

[Date]

Dear [Recipient Name],

It is a pleasure for me to write the recommendation letter for [name], student of [Institute name] under the year of [YYYY].] The previous record of [name] is as follows:

Education Year Grades

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as a potential candidate for leadership the [Organization Name]. I would like to highlight the reasons why this student should receive this opportunity.

[Name] has been a student of [Institution/Academy name] since [YYYY] and I have had the pleasure of witnessing [Him/Her] grow into a responsible and mature individual. [He/She] has exhibited exceptional leadership skills in a variety of school activities, especially during [Details].

[Name] constantly displays superior interpersonal skills and navigates through group activities exceptionally. [He/She] has been involved in several service activities in school and among them is coaching the junior track team and leading them to the national championship for two consecutive years.

[He/She] was also a member of the school cross-country team for [His/Her] entire years of school. [He/She] has also been involved in organizing a number of fund-raising projects to raise money for a rehabilitation program.

I believe that [Name] has a huge potential to make a huge contribution to the [Organization] and would be a great asset the organization.

Regards,

[YOUR SIGNATURE]

[YOUR NSME]