

Your Name
Your Position/Title
School/Organization Name
Address
City, State ZIP Code
Email
Phone

June 10, 2024

Admissions Office
University Name
Address Line 1
City, State ZIP Code

RE: Recommendation Letter for [Student Name] â€“ Extracurricular Achievement

Dear Admissions Committee,

I am pleased to recommend [Student Name] for admission to your institution. As [his/her/their] [teacher/advisor/coach] at [School/Organization Name], I have had the pleasure of witnessing [Student Name]'s significant commitment and outstanding achievements in extracurricular activities.

[Student Name] has demonstrated exceptional leadership and dedication as a member of [Club/Team/Activity], consistently going above and beyond expectations. Notably, [he/she/they] [describe specific achievements, roles, or awards, e.g., "organized a successful charity drive that raised \$2,000," "led the debate team to regional championships," etc.].

[His/Her/Their] work ethic, creativity, and ability to collaborate effectively with peers set [him/her/them] apart. [Student Name]'s involvement has made a lasting positive impact on our school community.

I am confident that [Student Name] will bring the same level of energy, leadership, and excellence to your university. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]
[Your Position/Title]
[School/Organization Name]