**Professional Recommendation Letter** **For a Student:**

(insert your or school address)

(insert contact details)

(insert name of recipient if known)

(insert company address)

(insert date)

Dear (insert first and last name),

I am writing this recommendation letter on behalf of (insert student´s name) for the position of (insert position) at (insert company name). I have known (insert student´s name) for (insert time period) as I am (insert your job title).

(insert student´s name) performance in my classes has been excellent and he/she has shown great enthusiasm for (insert subject name) and eagerness to challenge himself/herself. (insert student´s name)´s greatest achievement would have been when (insert achievement).

(insert student´s name) would be a great asset to any employer because he/she is intelligent, talented and possess the ability to take initiative where needed. I am confident in saying that (insert student´s name) would be outstanding at (insert position).

If you require any additional information, please contact me on (insert contact details). I hope you take (insert student´s name) into consideration for the role.

Sincerely,

(insert first and last name)

(insert job title)