

Informal Recommendation Email

Hi [Recipient Name],

I'm writing to recommend [Student Name] for [Program or Course] at [University Name]. I've taught [Student Name] in [Course] and have been impressed by their curiosity, enthusiasm, and ability to work with others.

They are a fast learner and always eager to take on new challenges. I'm confident they will thrive in your program.

Feel free to reach out if you need any additional information.

Best regards,

[Your Name]

[Title/Position]

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