

Casual recommendation for exchange program

Subject: Recommendation for [Student Name]

Hi [Recipient Name],

I am happy to recommend [Student Name] for the [Exchange Program Name]. They are a bright, respectful, and responsible student who interacts positively with everyone.

I am certain they will thrive in a new environment and make the most of this opportunity.

Cheers,

[Your Name]

[Position/Role]

[Date]

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