

Concise, general recommendation for various purposes

Subject: Recommendation for [Student Name]

Dear [Recipient Name],

I am pleased to recommend [Student Name]. [He/She/They] is a responsible, diligent, and motivated student who consistently demonstrates a strong work ethic and positive attitude.

I am confident that [Student Name] will succeed in future academic and personal endeavors.

Best regards,

[Your Name]

[Position/Title]

[School Name]

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