

## Recommendation Letter for a Year Abroad

[City], [Date]

[Name and Address of the Recommender]

[Name of the Organization or Contact Person (if applicable)]

[Address of the Organization (if applicable)]

**Subject:** Recommendation Letter for [First and Last Name of the Person]

Dear [Name of the Contact Person or “To Whom It May Concern”],

It is with great pleasure that I write this recommendation letter for [First and Last Name of the Person], whom I have known for [time period, e.g., three years] in my capacity as [relationship, e.g., teacher, mentor, club advisor]. During this time, I have come to know [First and Last Name of the Person] as a highly motivated, adaptable, and responsible individual, exceptionally well-suited for a year abroad as part of [program, e.g., a student exchange, a volunteer program].

[First and Last Name of the Person] has demonstrated outstanding qualities in the following areas:

- [Example 1, e.g., active participation in school or extracurricular activities]
- [Example 2, e.g., enthusiasm for intercultural exchange]
- [Example 3, e.g., independent learning or initiative]

In my experience, [First and Last Name of the Person] has shown a remarkable ability to [key quality 1, e.g., quickly adapt to new environments], which has led to [specific observation, e.g., successful collaboration in diverse group projects]. Particularly impressive is his/her [key quality 2, e.g., openness to new cultures and perspectives], which significantly contributed to [further observation, e.g., fostering positive relationships with peers]. His/her approach is characterized by strong initiative, curiosity, and a high sense of responsibility.

In interpersonal interactions, [First and Last Name of the Person] excels through his/her [key personal strength 1, e.g., excellent communication skills] and [key personal strength 2, e.g., ability to build harmonious relationships]. He/she is known for his/her friendly, respectful, and cooperative demeanor, making him/her a valued member of our community. His/her proficiency in [language(s), e.g., English, Spanish] and enthusiasm for intercultural experiences further enhance his/her suitability for an international setting.

Based on his/her exceptional qualities and competencies, particularly in the areas of [key strength 1, e.g., intercultural sensitivity] and [key strength 2, e.g., independence], I wholeheartedly recommend [First and Last Name of the Person] for a year abroad. I am confident that he/she will embrace this opportunity with enthusiasm and make a positive contribution to the host country.

Should you require any further information, please feel free to contact me at [email address or phone number].

Sincerely,

**[First and Last Name of the Recommender]**

**[Position or Relationship to the Person, e.g., Teacher, Mentor]**

**[Name of the Institution (if applicable)]**

**[Contact Information]**