[Senders Name]

[Address line]

[State, ZIP Code]

[Letter Date]

[Recipients Name]

[Address line]

[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] \*Optional

Dear [Recipients Name],

With great pleasure, I am writing this letter to recommend **{Student's Name}** in support of his application for the National Honor Society program. I've been his teacher for the past **{mention months/years}** years and I can attest his qualifications, leadership skills, and academic dedication. **{Student's Name}** is hardworking, motivated, and well-mannered individual.

He has demonstrated consistent outstanding academic performance throughout. His academic records are a testament to his hard work, intelligence, and dedication. Apart from the academic excellence, **{Student's Name}** does a lot of volunteer work as well. I have always seen him ready for community service and through his contribution, he has made a positive impact on many lives.

Keeping his academic records, leadership qualities, and community involvement into consideration, I will highly recommend him for the National Honor Society. I believe he is a deserving candidate for admission and I am confident that he will continue to excel.

Please do not hesitate to contact me if you require any further information.

Sincerely,

[Senders Name]