

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
I am writing to recommend [Candidate's Name] for [specific opportunity, e.g., a job, graduate program, scholarship, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization], where [he/she/they] held the position of [Candidate's Position].

During this time, I was consistently impressed by [his/her/their] [specific skills or qualities related to the opportunity]. [Candidate's Name] has demonstrated exceptional [mention specific achievements or responsibilities], which I believe makes [him/her/them] an ideal candidate for [the opportunity].

One of [his/her/their] most notable contributions was [provide an example of a project, task, or situation where the candidate excelled]. This experience highlighted [his/her/their] [specific traits, such as leadership, dedication, problem-solving skills, etc.].

I am confident that [Candidate's Name] will bring the same level of excellence and commitment to [the new opportunity]. [He/She/They] possess a unique combination of skills and passion that will enable [him/her/them] to thrive.

Please do not hesitate to contact me at [your phone number] or [your email address] if you require any further information or specific examples of [Candidate's Name]'s capabilities.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]