

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I am writing to highly recommend [Resident's Full Name] for [specific opportunity, residency program, etc.]. As [your relationship to the resident, e.g., their supervisor, professor, colleague], I have had the pleasure of observing their work and growth for [duration of time].

[Paragraph detailing specific examples of the resident's skills, qualities, and achievements. Highlight any relevant experience or contributions.]

[Another paragraph emphasizing their character, work ethic, and how they would be a valuable addition to the program or position.]

In conclusion, I wholeheartedly recommend [Resident's Full Name] for [opportunity]. I am confident that they will excel and make a significant impact. Please feel free to contact me at [your phone number] or [your email address] if you have any questions.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization]