

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

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Name of the Person Being Recommended] for [specific position, program, or opportunity]. Having [known/worked with] [him/her/them] for [duration of time] as [your relationship, e.g., colleague, supervisor, professor], I have witnessed firsthand [his/her/their] exceptional skills and dedication.

[In the first paragraph, provide specific examples of the individual's relevant skills, accomplishments, and qualities that make them a good fit for the recommendation.]

[In the second paragraph, continue to elaborate on their strengths, including any additional experiences or contributions that stand out. Use specific anecdotes or data to reinforce your points.]

I am confident that [Name of Person Being Recommended] will excel in [his/her/their] future endeavors and be a valuable asset to your [team/organization/program]. Please feel free to contact me at [your phone number] or [your email] for any further information.

Thank you for considering this recommendation.

Sincerely,

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