

Subject: Recommendation for [Recipient's Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to recommend
[Candidate's Name] for [position/program/opportunity] at
[Organization/Institution].

I have known [Candidate's Name] for [duration] in my capacity as [Your
Position] at [Your Organization]. During this time, I have been impressed
by [his/her/their] [specific skills, qualities, or achievements].

[Insert specific examples of the candidate's work, contributions, or
attributes that support your recommendation.]

I am confident that [Candidate's Name] will be a valuable addition to
your [team/program/company] and that [he/she/they] will continue to excel
in [his/her/their] endeavors. Please feel free to contact me at [Your
Phone Number] or [Your Email Address] should you require any further
information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]