

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position, program, or opportunity]. I have had the pleasure of working with [him/her/them] at [Your Institution/Organization] for [duration] where [he/she/they] served as [Candidate's Position/Role].

During this time, I was continually impressed by [Candidate's Name]'s [mention specific skills, traits, or achievements]. [Provide examples of their contributions and accomplishments].

[Candidate's Name]'s [mention qualities] have not only enhanced [his/her/their] own performance but also significantly benefited our team. I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [the new position/program].

I highly recommend [him/her/them] without reservation. If you have any questions or need further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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