

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

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

During this time, I have witnessed [Candidate's Name] demonstrate
[specific qualities, skills, or accomplishments]. For example, [provide a
specific example that illustrates these qualities].

[Candidate's Name] has a strong ability to [mention relevant skills or
traits] which will be invaluable in [specific context related to the
opportunity]. [He/She/They] consistently [describe work ethic, attitude,
or contributions].

I am confident that [Candidate's Name] will bring the same level of
dedication and expertise to [the position/ opportunity] as [he/she/they]
has demonstrated with us. I highly recommend [him/her/them] without
reservation.

Please feel free to contact me at [your phone number or email] if you
require any further information or insights regarding [Candidate's Name].

Sincerely,

[Your Name]
[Your Title]