

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

To Whom It May Concern,

I am writing to [briefly state the purpose of the letter, e.g., recommend a student, verify employment, etc.]. [Provide a brief introduction of yourself and your relationship to the subject of the letter].

[Include specific details regarding the subject being referenced, such as accomplishments, skills, or relevant experiences. Use clear and concise language to substantiate your claims].

In conclusion, [summarize your main points and reiterate your endorsement or confirmation, if applicable].

Thank you for your attention to this matter. If you require further information, please do not hesitate to contact me.

Sincerely,

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