

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, position, scholarship, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Institution/Organization] in my capacity as [Your Position].

During this time, I have witnessed [Candidate's Name] demonstrate exceptional [skills/qualities relevant to the opportunity], such as [specific examples]. [He/She/They] has consistently [describe work ethic, achievements, or contributions].

One of the most notable examples of [his/her/their] abilities was when [provide an anecdote or situation that showcases the candidate's strengths]. This experience highlighted [his/her/their] [relevant trait or skill], setting [him/her/them] apart from peers.

I fully believe that [Candidate's Name] would be a valuable addition to [Recipient's Institution/Organization] and contribute positively to [specific goals or values of the organization]. I highly recommend [him/her/them] without reservation.

Thank you for considering this application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

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