

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific program/position] at [Organization/Institution]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship to the candidate].

[Paragraph detailing the candidate's qualifications, skills, and experiences relevant to the position/program.]

[Paragraph about specific examples of the candidate's accomplishments or attributes that demonstrate their suitability.]

In conclusion, I wholeheartedly recommend [Candidate's Name] for [position/program]. I am confident that [he/she/they] will contribute positively and thrive in this new opportunity.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

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