

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

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

Dear [Recipient's Name],

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

During our time together, I have been continually impressed by [his/her/their] [mention specific qualities, skills, and achievements]. [Provide examples of contributions, achievements, or skills].

[Candidate's Name] also demonstrates [mention any other relevant qualities or experiences]. [Provide another example or elaboration].

I am confident that [Candidate's Name] will excel in [specific program or position], and I wholeheartedly recommend [him/her/them] for this opportunity.

Thank you for considering this application. Please feel free to contact me if you require any more information or specific examples regarding [Candidate's Name].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]