

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] while [he/she/they] has been [briefly describe your relationship - e.g., as a student, employee, colleague].

During this time, I have been consistently impressed by [his/her/their] [mention specific qualities, skills, and achievements related to the opportunity]. [Provide examples to illustrate these points].

[Highlight any relevant accomplishments or contributions by the candidate].

In addition to [his/her/their] professional skills, [Candidate's Name] is [discuss personal qualities, teamwork, work ethic, etc.]. [Additional examples or anecdotes can be provided].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [the position/program] as [he/she/they] has demonstrated in our time together. I wholeheartedly 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] if you need any more information.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]