

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [the position/scholarship/program] at [Organization/Institution Name]. I have had the pleasure of working with [Candidate's Name] for [duration], during which they [describe your relationship and context].

[Provide specific examples of the candidate's skills, accomplishments, and attributes that make them suitable for the opportunity. Mention any relevant experiences or qualities that will support their application.]

In addition to their impressive [qualities/skills], [Candidate's Name] has demonstrated [character traits such as leadership, teamwork, dedication, etc.]. They consistently [give examples of their contributions or achievements].

I am confident that [Candidate's Name] will be a valuable addition to your [team/program]. I wholeheartedly recommend them without reservation. Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss this recommendation further.

Sincerely,

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