

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

[Recipient's Name]  
[Recipient's Title/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, opportunity, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Organization/Institution Name], where [he/she/they] has [describe your relationship and context].

During the time that [Candidate's Name] has worked in [specific role or project], I have been impressed by [his/her/their] [specific qualities or skills]. [Provide examples of achievements, skills, and contributions relevant to the opportunity.]

[Optional: Include a personal story or additional context that highlights the candidate's strengths.]

I am confident that [Candidate's Name] will excel in [specific position, program, or opportunity] and contribute positively to [mention how they will add value]. I give my highest recommendation for [him/her/them] without reservation.

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

Sincerely,

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