

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

Dear [Recipient Name],

I am writing to enthusiastically recommend [Applicant's Name] for [specific program, position, scholarship, etc.]. As [his/her/their] [professor, supervisor, etc.] in [the relevant subject or context] at [Your Institution], I have had the pleasure of working with [Applicant's Name] for [duration of time] and have been consistently impressed by [his/her/their] commitment, intelligence, and passion for [relevant field or subject].

Throughout [his/her/their] time in my [class/lab/project], [Applicant's Name] exhibited [mention specific skills, qualities, or achievements]. For instance, [provide a specific example or anecdote that highlights the applicant's strengths].

[Applicant's Name]'s ability to [mention relevant skills or traits, such as problem-solving, teamwork, leadership, etc.] was particularly evident when [provide another example]. I believe these qualities will serve [him/her/them] well in [the next step the applicant is pursuing].

In addition to [his/her/their] academic prowess, [Applicant's Name] is a person of outstanding character. [He/She/They] demonstrates integrity, perseverance, and a genuine enthusiasm for learning. [Add a personal touch or observation about the applicant's character or contributions to the community.]

I am confident that [Applicant's Name] will be an asset to [the program, organization, school, etc.]. I wholeheartedly endorse [his/her/their] application and am excited to see all that [he/she/they] will accomplish in the future.

Please feel free to contact me at [your phone number] or [your email address] if you need any more information or further insights regarding [Applicant's Name].

Sincerely,

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