

[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 [Candidate's Name] for [specific position, program, or opportunity] at [Recipient Institution/Organization]. I have had the pleasure of [working with/teaching] [Candidate's Name] for [duration] in my role as [your position] at [your institution/organization].

During this time, [he/she/they] has consistently demonstrated [mention key skills, qualities, or achievements relevant to the opportunity].

[Candidate's Name] has a unique ability to [highlight specific talents or contributions], which I believe will greatly benefit [Recipient Institution/Organization].

One of the most impressive aspects of [Candidate's Name] is [provide a specific example or anecdote that illustrates their skills or character]. This experience not only showcases [his/her/their] talents but also [mention any positive outcomes or impacts].

Furthermore, [Candidate's Name] possesses exceptional [soft skills, such as communication, teamwork, problem-solving] that make [him/her/them] a pleasure to work with. [He/She/They] approaches challenges with [a positive attitude, determination, etc.], and always seeks ways to contribute to [the group, organization, etc.].

I wholeheartedly endorse [Candidate's Name] for [specific position, program, or opportunity] and am confident that [he/she/they] will exceed your expectations. Please feel free to contact me at [your phone number] or [your email address] if you require any further information or insight regarding [his/her/their] qualifications.

Thank you for considering this recommendation. I am excited about the potential contributions [Candidate's Name] can make at [Recipient Institution/Organization].

Sincerely,

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