

[Your Name]  
[Your Position]  
[Your Institution/Company]  
[Address Line 1]  
[Address Line 2]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Institution/Company]  
[Recipient Address Line 1]  
[Recipient Address Line 2]  
[City, Postcode]

Dear [Recipient Name],  
I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Recipient Institution/Company].  
I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Company]. During this time, I have been impressed by [his/her/their] [specific qualities, skills, or achievements].  
[Provide specific examples of the candidate's skills, experiences, and contributions relevant to the opportunity they are applying for.]  
[Candidate's Name] is [mention any personal attributes that make them stand out]. I believe [he/she/they] will be a valuable asset to your [team/organisation].  
I wholeheartedly recommend [Candidate's Name] for [position/opportunity] and I am confident that [he/she/they] will excel in this role. Should you require any further information, please do not hesitate to contact me.

Yours sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]