

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Organization's Address]

[City, Postcode]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [position/course/opportunity] at [organization/university]. I have known [Candidate's Name] for [duration] in my capacity as [your position] at [your organization].

During this time, I have been impressed by [his/her/their] [specific qualities, skills, or achievements]. For instance, [provide specific examples or anecdotes that demonstrate these qualities].

[Candidate's Name] has consistently shown [further qualities or skills].

[Another example can be provided here].

I am confident that [Candidate's Name] will be a valuable addition to your [team/university/program] and will continue to excel in [his/her/their] future endeavors.

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

Yours sincerely,

[Your Name]

[Your Position]

[Your Organization]