

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Applicant's Name] for the [specific position or program] at [Company/Organization]. It has been a pleasure to work with [Applicant's First Name] for [duration] as [his/her/their] [relation to you, e.g., supervisor, colleague, professor] at [Your Company/Organization].

During our time together, [Applicant's Name] demonstrated exceptional skills in [specific skills or tasks relevant to the application]. One notable project was [describe a relevant project or accomplishment], where [he/she/they] [explain the applicant's contribution and outcome]. This experience not only showcased [his/her/their] ability to [specific abilities] but also highlighted [his/her/their] commitment to [relevant attributes, e.g., teamwork, innovation, etc.].

[Applicant's Name] possesses remarkable qualities such as [mention traits, e.g., leadership, adaptability, etc.] that make [him/her/them] a perfect fit for [specific position or program]. [His/Her/Their] passion for [relevant field or subject] and dedication to continuous improvement is truly inspiring.

I am confident that [Applicant's Name] will bring the same level of excellence and enthusiasm to [Company/Organization] that [he/she/they] brought to our team. I wholeheartedly support [his/her/their] application and believe that [he/she/they] will make a significant contribution to the [specific position or program].

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

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]