

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, e.g., a position, award, etc.] at [Recipient's Institution/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization]. During this time, [he/she/they] has demonstrated [specific skills, qualities, or achievements related to the opportunity]. [Provide specific examples of the candidate's contributions or accomplishments.]

In addition to [his/her/their] professional skills, [Candidate's Name] possesses [personal qualities, work ethic, etc.]. [Example of personal traits that would contribute positively to the opportunity.]

I am confident that [Candidate's Name] will be an asset to [Recipient's Institution/Organization] and will excel in [specific role or opportunity]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions.

Sincerely,

[Your Name]
[Your Title/Position]