

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

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

Dear [Recipient's Name],
I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] has served as [Candidate's Position]. During this time, I have been consistently impressed by [his/her/their] [specific skills, qualities, and achievements]. [Provide specific examples of their contributions, impact, and strengths]. [Candidate's Name] demonstrates [list additional relevant skills or traits], making [him/her/them] an invaluable asset to any team. [He/She/They] also [mention any relevant accomplishments, projects, or recognition].

I am confident that [Candidate's Name] will excel in [Recipient's Program/Position], and I wholeheartedly endorse [his/her/their] application. Please feel free to contact me at [your phone number] or [your email address] if you require any additional information. Thank you for considering this recommendation.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization]