

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Student's/Colleague's Name] who is applying for [specific program/job opportunity]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [your position] at [your institution]. During this time, [Student's/Colleague's Name] demonstrated [specific qualities, skills, or achievements], particularly in [specific project or course]. [He/She/They] consistently displayed [mention relevant attributes such as leadership, dedication, expertise, etc.]. [Provide specific examples that highlight the candidate's abilities and contributions.]

I firmly believe that [Student's/Colleague's Name] will excel in [the program/job] and contribute positively to [the institution/organization]. I wholeheartedly recommend [him/her/them] for [the specific opportunity]. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

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