

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

Dear [Recipient Name],

I am writing to highly recommend [Candidate's Name] for [specific program/job] at [Institution/Organization]. I have had the pleasure of knowing [him/her/them] for [duration] while [he/she/they were] [describe context, e.g., a student, employee, etc.].

During [his/her/their] time with [you/your organization], [Candidate's Name] demonstrated exceptional [skills/qualities relevant to the opportunity]. [Provide specific examples of achievements, contributions, or characteristics that stand out].

[Candidate's Name] has a remarkable ability to [mention specific skills or attributes that are relevant to the fields, such as teamwork, leadership, problem-solving, etc.]. [He/She/They] consistently [describe behavior or accomplishments that illustrate these attributes].

I wholeheartedly believe that [Candidate's Name] will be a valuable addition to your [program/team]. [He/She/They] possesses the qualities and dedication necessary to excel and contribute positively to [Recipient Institution/Organization].

If you have any further questions or require additional information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]