

[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 recommend [Candidate's Name] for [specific position or opportunity, e.g., graduate school, job, internship]. I have had the pleasure of working with [him/her/them] at [Your Company/Organization] for [duration] as [his/her/their] [your relationship to the candidate]. During this time, I have been impressed with [Candidate's Name]'s [skills, qualities, experiences relevant to the opportunity]. [He/She/They] consistently [demonstrates specific skills or traits], which makes [him/her/them] an excellent candidate for [position or opportunity].

One example of [Candidate's Name]'s [skills/qualities] was when [provide a specific example or anecdote that illustrates the candidate's abilities]. This experience highlighted [his/her/their] [key characteristics or qualities, e.g., leadership, problem-solving skills, dedication].

In addition to [his/her/their] technical skills, [Candidate's Name] is also [describe personality traits, teamwork abilities, etc.].

[He/She/They] [add another quality or trait that reinforces the recommendation].

I wholeheartedly recommend [Candidate's Name] for [the specific opportunity]. I am confident [he/she/they] will bring the same level of dedication and excellence to [Recipient's Company/Organization] as [he/she/they] has shown during our time together.

Please feel free to contact me at [your phone number or email address] if you have any questions or need further information.

Sincerely,

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