

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Organization/Institution Name]. I have had the pleasure of knowing [Candidate's Name] for [duration] and have been continually impressed by their [specific qualities or skills]. During our time together at [Context or Organization], [Candidate's Name] demonstrated remarkable [mention specific examples of skills or contributions]. [Provide further details and anecdotes that highlight their qualifications and strengths].

[Optional: Discuss any challenges faced and how the candidate responded]. I am confident that [Candidate's Name] will bring the same dedication and excellence to [the new position or program] as they have shown during their time with us. I wholeheartedly recommend them without reservation. Please feel free to contact me at [your phone number or email] if you need any further information or insights regarding [Candidate's Name].

Sincerely,

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