

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position, program, or opportunity]. I have had the pleasure of [relationship to candidate - e.g., working with, teaching, supervising] [him/her/them] for [duration of time] at [Organization/Institution Name]. During this time, [Candidate's Name] has demonstrated exceptional skills in [specific skills or qualities]. [He/She/They] consistently exhibits [specific examples of performance or traits].

One of the most impressive aspects of [Candidate's Name] is [specific achievement or contribution]. [Describe the situation, task, action, and results].

I am confident that [Candidate's Name] would make a valuable addition to [Recipient's Organization or Opportunity]. [He/She/They] is driven, hardworking, and truly passionate about [field or area of interest]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or insights.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]