

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, program, position, etc.]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] in my capacity as [your relationship to the candidate].

During this time, I have observed [his/her/their] exceptional [skills/qualities relevant to the opportunity]. [Provide specific examples of the candidate's accomplishments, skills, and attributes]. In addition to [his/her/their] technical skills, [Candidate's Name] possesses outstanding [interpersonal skills, leadership qualities, etc.]. [Another specific example related to these qualities].

I wholeheartedly believe that [Candidate's Name] would be a tremendous asset to [the opportunity/program/position]. [He/She/They] has my highest recommendation, and I am confident that [he/she/they] will excel.

Please feel free to contact me at [your phone number] or [your email] should you require any additional information or insights.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title/Position]

[Your Institution/Organization]