

[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 position, program, opportunity]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relation to candidate, e.g., professor, supervisor, etc.] at [Institution/Organization]. During this time, [Candidate's Name] has consistently demonstrated [describe key attributes, skills or accomplishments]. [He/She/They] excelled in [provide specific examples of work or projects]. [Discuss any relevant experiences or contributions that highlight the candidate's qualifications].

I am confident that [Candidate's Name] will bring the same dedication and excellence to [the new position or opportunity]. I wholeheartedly recommend [him/her/them] for [specific opportunity] and believe [he/she/they] will be an asset to your [team/program].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]