

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific opportunity, e.g., a position, scholarship, etc.] at [organization/school/company].

During the time that I have known [Candidate's Name], I have been consistently impressed by [his/her/their] [mention key qualities/skills related to the opportunity]. [Provide specific examples of their achievements or attributes that support your recommendation].

[Candidate's Name]'s strengths include [list relevant skills or traits], which I believe will greatly benefit [Recipient's Organization/School].

[Include any relevant anecdotes or experiences that highlight the candidate's suitability].

In conclusion, I highly recommend [Candidate's Name] for [the opportunity]. I am confident that [he/she/they] will excel and contribute positively to [Recipient's Organization/School]. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

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