

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Institution/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., admission to a program, job position, scholarship, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Institution/Organization] where I serve as [Your Title].

During our time together, [Candidate's Name] demonstrated exceptional [skills/qualities relevant to the opportunity, e.g., leadership, dedication, etc.]. One instance that stands out is [specific example of achievement or contribution that highlights the candidate's attributes]. [Candidate's Name]'s ability to [additional skills or qualities] sets [him/her/them] apart from [his/her/their] peers. I am confident that [he/she/they] will bring the same level of commitment and excellence to [the new opportunity].

In conclusion, I strongly endorse [Candidate's Name] and believe [he/she/they] will be a valuable asset to your [program/company]. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Sincerely,  
[Your Name]