

[Your Name]
[Your Title]
[Your Organization]
[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 recommend [Candidate's Name] for [position/ opportunity/ program] at [Organization/ Institution's Name]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your relationship to the candidate].

[In this paragraph, provide specific examples of the candidate's skills, experiences, and achievements that make them suitable for the opportunity. Use metrics or anecdotes where possible.]

[Continue to elaborate on the candidate's qualities, highlighting attributes such as work ethic, leadership, teamwork, and any other relevant qualities.]

In conclusion, I wholeheartedly recommend [Candidate's Name] without reservation. [He/She/They] would be a valuable asset to [Organization/ Institution's Name]. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

[Your Name]
[Your Title]