

Recommendation Letter

[Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, ZIP]

Dear [Recipient Name],

I am writing to recommend [Applicant Name] for [purpose, e.g., a position, scholarship, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Organization/Institution Name] where [he/she/they] [describe the relationship and context].

[Applicant Name] has demonstrated [specific qualities, skills, or contributions]. [Provide examples or anecdotes that illustrate the applicant's strengths and abilities.]

I am confident that [he/she/they] will excel in [his/her/their] future endeavors and I wholeheartedly recommend [him/her/them] for [the opportunity].

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Signature (optional)]