

Recommendation Letter

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to highly recommend [Name of the person being recommended] for [the position, program, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] while [describe your relationship, e.g., working together at a company, teaching in a course, etc.].

[Provide specific examples of the candidate's skills, accomplishments, and qualities. Explain why they would be a great fit for the opportunity they are pursuing.]

[Conclude with a strong statement of recommendation and a willingness to provide further information if necessary.]

Sincerely,

[Your Name]

[Your Title]

[Your Organization]