

[Your Name]
[Your Position]
[Your Department/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name or Admissions Committee],
I am writing to recommend [Applicant's Name] for [specific program or opportunity] at [Institution's Name]. I have had the pleasure of [describe your relationship with the applicant, e.g., teaching, supervising, etc.] for [duration] and have witnessed their [mention specific skills, attributes, or qualities].
[Provide an anecdote or example that highlights the applicant's capabilities, achievements, or character traits.]
[Discuss the applicant's academic performance, projects, and any relevant experiences that support their candidacy.]
I am confident that [Applicant's Name] will be an asset to your program. They possess [mention skills or attributes relevant to the program], and I believe they will thrive in the rigorous environment at [Institution's Name].

Thank you for considering [Applicant's Name] for this opportunity. Please feel free to contact me if you require further information or specific examples.
Sincerely,
[Your Name]
[Your Position]