

[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 enthusiastically recommend [Candidate's Name] for [specific opportunity, e.g., internship, scholarship, program, etc.]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [Your Position] at [Your Institution/Organization]. During this time, [Candidate's Name] has demonstrated exceptional [qualities/skills relevant to the opportunity, e.g., analytical skills, creativity, dedication] that make [him/her/them] an outstanding candidate. [Provide specific examples or anecdotes that showcase the candidate's strengths.]

In addition to [his/her/their] technical abilities, [Candidate's Name] possesses [soft skills/traits, e.g., strong communication skills, teamwork, leadership]. [Include more examples if necessary, demonstrating how the candidate has excelled in these areas.]

I am confident that [Candidate's Name] will bring the same level of enthusiasm, dedication, and competence to [the opportunity] as [he/she/they] has shown in our interactions. I strongly recommend [him/her/them] without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information or further insights regarding [Candidate's Name].

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization]