

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's 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 position, program, or opportunity] at [Recipient's Institution/Organization]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Institution/Organization], where [he/she/they] has served as [Candidate's Position].

During this time, [he/she/they] consistently demonstrated [specific skills, qualities, or contributions], particularly in [describe relevant experience, projects, or achievements]. [Candidate's Name]'s ability to [specific abilities or characteristics] has significantly contributed to [specific outcomes or projects].

I am particularly impressed by [Candidate's Name]'s [mention a notable trait or accomplishment], which illustrates [his/her/their] dedication and expertise in [field or subject]. [He/She/They] is not only an exemplary [insert role or profession] but also a [mention any personal qualities, such as teamwork or leadership] that makes [him/her/them] a great asset.

I am confident that [Candidate's Name] will make a valuable contribution to [Recipient's Institution/Organization]. [He/She/They] has my highest recommendation, and I am happy to provide further information if needed. Thank you for considering [his/her/their] application.

Sincerely,

[Your Name]  
[Your Position]