

[Your Name]
[Your Title/Position]
[Your Institution/Company]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Institution/Company]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to highly recommend [Applicant's Name] for [specific position, program, or opportunity] at [Recipient Institution/Company]. I have had the pleasure of working with [Applicant's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Company]. During this time, [Applicant's Name] has consistently demonstrated [mention specific skills, qualities, or accomplishments]. For example, [provide a specific example or anecdote that highlights the applicant's abilities].

Furthermore, [Applicant's Name] exhibits excellent [soft skills or attributes, such as leadership, teamwork, communication, etc.], which have contributed to [mention specific outcomes related to the skills mentioned].

In conclusion, I strongly endorse [Applicant's Name] for [position/program], confident that they will bring [qualities or contributions] to [Recipient Institution/Company]. Please feel free to contact me at [Your Phone Number] or [Your Email] for any additional information.

Sincerely,

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