

[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 [Employee's Name] for [specific program, position, or opportunity] at [Recipient's Institution/Organization]. As [Your Position] at [Your Institution/Organization], I have had the pleasure of working closely with [Employee's Name] for [duration] during which they have held the position of [Employee's Job Title].

Throughout their time with us, [Employee's Name] has demonstrated exceptional [mention skills, attributes, or contributions relevant to the opportunity]. Their ability to [describe specific accomplishments or projects] has had a significant impact on [explain the outcomes or benefits].

[Employee's Name] consistently exhibits [mention qualities such as initiative, leadership, teamwork, creativity], and has earned the admiration of both colleagues and clients alike. Their [specific example or anecdote that illustrates their abilities or character] makes them an outstanding candidate for [specific program, position, or opportunity]. I firmly believe that [Employee's Name]'s unique combination of skills and passion will make them a valuable addition to [Recipient's Institution/Organization]. I wholeheartedly recommend them for [specific program, position, or opportunity] and am confident that they will excel and contribute positively to your team.

If you have any further questions, please do not hesitate to contact me.  
Sincerely,

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