

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific opportunity or program] at [Institution/Organization Name]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration of time] in my capacity as [Your Position] at [Your Organization/Institution].

During this time, [Candidate's Name] has consistently demonstrated exceptional skills in [mention specific skills or qualities relevant to the opportunity, e.g., leadership, teamwork, research abilities, etc.]. An example of this can be seen when [provide a specific example or anecdote that illustrates the candidate's strengths].

[Candidate's Name] has also shown a deep commitment to [mention any relevant experiences, volunteer work, projects, or courses]. Their ability to [mention specific abilities or contributions] sets them apart from their peers.

I have no doubt that [Candidate's Name] will bring the same level of enthusiasm, dedication, and excellence to [Institution/Organization Name] as they have in their time with us. I highly recommend them without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

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