

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Organization]  
[Recipient's Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity or position] within the IUCN [International Union for Conservation of Nature]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Organization/Project Name], where they have consistently demonstrated exceptional skills and dedication to [specific area related to conservation].

Throughout their time with us, [Candidate's Name] has [describe relevant experiences, accomplishments, and qualities that make the candidate suitable for the IUCN opportunity]. Their expertise in [specific skills or knowledge areas] has significantly contributed to [specific outcomes or projects].

[Candidate's Name] has shown a profound commitment to [mention relevant conservation principles or initiatives], consistently going above and beyond in their efforts to [describe a specific achievement or contribution]. Their ability to work collaboratively and engage with diverse stakeholders is particularly commendable.

I am confident that [Candidate's Name] would be an invaluable asset to the IUCN team and would excel in [specific opportunity or position]. I wholeheartedly recommend them for this opportunity and am excited to see the positive impact they will undoubtedly make.

Should you require any further information, please feel free to contact me at [your phone number] or [your email].

Sincerely,

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