

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

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Candidate's Name] in support of their application for [specific position/program/scholarship] at [Institution/Organization].

Throughout [his/her/their] time at [Your Institution/Organization], I have had the privilege of observing [Candidate's Name]'s remarkable [qualities/skills] such as [specific qualities/skills].

[Include specific examples and anecdotes that highlight the candidate's qualifications and contributions.]

Given [his/her/their] exceptional abilities and dedication, I confidently recommend [Candidate's Name] for [specific position/program/scholarship]. I believe that [he/she/they] will make a significant impact and contribute positively to your [program/team].

Thank you for considering this recommendation. 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 Institution/Organization]