

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

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

Dear [Recipient's Name],

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

During this time, [Applicant's Name] has consistently demonstrated exceptional [qualities, skills, or attributes] such as [list relevant qualities or accomplishments]. One particular instance that stands out is when [describe a specific example or achievement].

[Applicant's Name]'s ability to [mention relevant skills or contributions] is truly admirable and sets them apart from their peers. They possess a strong work ethic, critical thinking skills, and an eagerness to learn that will undoubtedly contribute to their success in [program/job/scholarship].

In addition to their academic and professional abilities, [Applicant's Name] is also a person of great integrity and character. They have shown [mention any personal traits or experiences that highlight their character].

I am confident that [Applicant's Name] will be a valuable addition to your [program/team]. I strongly support their application and encourage you to give them your full consideration. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

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