

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for [specific program, job, or opportunity] at [Organization Name]. I have had the pleasure of knowing [Applicant's Name] for [duration] as [his/her/their] [relationship, e.g., supervisor, professor], and I can confidently say that [he/she/they] is a standout individual.

During the time [he/she/they] worked with me at [Organization/Company Name], [Applicant's Name] demonstrated exceptional [skills or attributes relevant to the opportunity, e.g., leadership, analytical skills, dedication]. [He/She/They] consistently performed [describe specific accomplishments or tasks related to the opportunity], showing [his/her/their] commitment and passion.

One of the qualities I admire most about [Applicant's Name] is [describe a key quality or experience that supports their application]. [Provide a specific example or anecdote that illustrates this quality.]

I am confident that [Applicant's Name] will bring the same enthusiasm and dedication to [Organization Name] as [he/she/they] has shown in our time together. I wholeheartedly support [his/her/their] application and believe [he/she/they] will make a positive contribution to your team.

Please feel free to contact me at [your phone number] or [your email] if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Position]