

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

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for [specific opportunity, program, or position] at [institution/organization]. It is my absolute pleasure to provide this letter of recommendation based on my experience working with [him/her/them] over the past [duration].

[Paragraph 1: Introduce the applicant and your relationship with them. Include how long you have known them and in what capacity.]

[Paragraph 2: Highlight the applicant's skills, strengths, and accomplishments. Provide specific examples that demonstrate their qualifications.]

[Paragraph 3: Discuss the applicant's character and work ethic. Mention any instances that showcase their leadership abilities, teamwork, or dedication.]

[Paragraph 4: Summarize your recommendation and express confidence in the applicant's potential. Encourage the recipient to reach out if they have any questions.]

Thank you for considering [Applicant's Name] for [specific opportunity]. I am confident [he/she/they] will make a significant contribution to [institution/organization].

Sincerely,

[Your Name]  
[Your Position/Title]