

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [position/program/opportunity] at [Recipient's Institution/Organization]. I have had the pleasure of knowing [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization]. During this time, I have been impressed by [his/her/their] [specific qualities or skills, e.g., dedication, intelligence, work ethic]. [Provide specific examples or anecdotes that highlight the candidate's strengths and abilities.]

[Candidate's Name] has also demonstrated [mention any relevant experience, achievements, or contributions that support the recommendation]. [Provide further details about these experiences and why they are relevant to the opportunity].

I am confident that [Candidate's Name] will bring the same level of enthusiasm and expertise to [Recipient's Institution/Organization] as [he/she/they] has shown in our interactions. [Include any closing thoughts on the candidate's potential and suitability.]

Please feel free to contact me at [your phone number] or [your email address] if you require any additional information or clarification regarding my recommendation.

Thank you for considering this application.

Sincerely,

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