

[Your Name]
[Your Title]
[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 recommend [Candidate's Name] for [specific position or opportunity] at [Institution/Organization Name]. I have had the pleasure of working with [Candidate's Name] for [duration] as [his/her/their] [relationship to the candidate] at [your institution/organization]. During this time, I have been impressed by [his/her/their] [specific skills, qualities, or accomplishments]. [Provide specific examples or anecdotes that illustrate these qualities.]

[Candidate's Name] has demonstrated [additional skills or attributes], which I believe make [him/her/them] a perfect fit for [the opportunity]. [Include any relevant achievements or contributions made by the candidate.]

I am confident that [Candidate's Name]'s [qualities/skills] will greatly benefit [Recipient's Institution/Organization]. I highly recommend [him/her/them] for [the position/opportunity] without reservation. Please feel free to contact me at [your phone number] or [your email] should you require any further information or clarification.

Sincerely,

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