

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, e.g., a position, scholarship, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Organization/Institution Name], where [he/she/they] served as [Candidate's Role].

Throughout [his/her/their] time here, [Candidate's Name] consistently demonstrated [specific skills or qualities]. [He/She/They] showed remarkable [describe an achievement or project], which resulted in [explain the outcome].

[Provide specific examples of the candidate's contributions, strengths, and skills related to the opportunity being applied for].

I am confident that [Candidate's Name] will bring this same dedication and excellence to [the position/scholarship/program] at [Recipient Organization]. [He/She/They] has my highest recommendation, and I am excited to see the contributions [he/she/they] will make in [his/her/their] future endeavors.

If you have any further questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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