

[Your Name]
[Your Title/Position]
[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 [Applicant's Name] for [specific program, scholarship, position, etc.] at [Institution/Organization Name]. I have had the pleasure of knowing [him/her/them] for [duration of time] in [context of relationship, e.g., as a student, employee, etc.], where [he/she/they] has consistently demonstrated [specific qualities, skills, or achievements].

[Paragraph 1: Describe the applicant's relevant experiences and contributions. Include specific examples to illustrate their strengths.]

[Paragraph 2: Highlight any unique aspects of the applicant's character or work ethic. Mention any relevant skills, projects, or collaborations.]

[Paragraph 3: Conclude with a strong endorsement. Express confidence in the applicant's ability to succeed in future endeavors and why they would be an asset to the recipient's program or organization.]

Thank you for considering this recommendation. I am confident that [Applicant's Name] will excel and contribute positively to [Recipient's Institution/Organization]. Please feel free to contact me at [your phone number] or [your email address] if you have any further questions.

Sincerely,
[Your Name]