

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, position, or program]. I have known [him/her/them] for [duration] and have had the pleasure of [describe your relationship, e.g., working together, teaching, supervising, etc.].

[Paragraph about the candidate's strengths, skills, and qualifications. Provide specific examples of their achievements and contributions.]

[Paragraph discussing the candidate's character and work ethic. Mention personal qualities that make them a good fit for the opportunity.]

I am confident that [Candidate's Name] will excel in [specific opportunity, position, or program] and will be a valuable asset to [Organization/Company]. Please feel free to contact me at [your phone number/email] if you have any further questions or need additional information.

Thank you for considering this recommendation.

Sincerely,

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