

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, I have been consistently impressed with [his/her/their] [skills, attributes, or qualities relevant to the opportunity]. [Provide a specific example or anecdote showcasing the candidate's strengths]. Moreover, [Candidate's Name] has demonstrated exceptional [relevant skills or experiences pertinent to the opportunity]. For example, [include another specific example that highlights the candidate's qualifications].

I wholeheartedly believe that [Candidate's Name] would be a valuable addition to [Recipient's Organization or program]. [He/She/They] possess the necessary attributes to excel and make a significant contribution. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any further questions or require additional information.

Thank you for considering [Candidate's Name] for this opportunity.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]