

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific program/position] at [Organization/Institution]. I have had the pleasure of working with [him/her/them] for [duration] in [context] and can confidently attest to [his/her/their] skills and character. During [his/her/their] time with us, [Candidate's Name] demonstrated [specific skills or qualities relevant to the program/position]. One example of this was [specific example of an achievement or contribution]. Additionally, [Candidate's Name] has shown [additional qualities or skills], which further illustrates [his/her/their] suitability for [the program/position]. I believe [he/she/they] will be an asset to your [program/organization].

I wholeheartedly support [Candidate's Name]'s application and encourage you to consider [him/her/them] for this opportunity. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

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