

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [Position/Opportunity] at [Recipient's Organization/Institution]. I have had the pleasure of knowing [Candidate's Name] for [duration of time] in my capacity as [Your Title/Position] at [Your Organization/Institution]. During this time, [he/she/they] has consistently demonstrated [describe key qualities, skills, and achievements relevant to the application]. [Provide specific examples that illustrate these qualities].

[Candidate's Name] is not only talented in [area of expertise] but is also [mention personal attributes such as work ethic, teamwork, etc.]. I am confident that [he/she/they] will bring the same level of commitment and enthusiasm to [Recipient's Organization/Institution] as [he/she/they] has shown in [his/her/their] time with us.

I strongly support [Candidate's Name] in [his/her/their] pursuit of this opportunity. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title/Position]