

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position/program] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] as their [your relationship to the candidate, e.g., supervisor, professor, etc.].

During this time, I was consistently impressed with [his/her/their] [mention specific skills, attributes, or accomplishments]. [Candidate's Name] demonstrated [specific example or achievement that showcases the skills mentioned].

Furthermore, [he/she/they] possesses strong [mention soft skills, e.g., communication, teamwork, etc.] skills, which were evident in [specific instance]. [His/Her/Their] positive attitude and willingness to take on challenges make [him/her/them] a standout individual.

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Recipient's Organization] as [he/she/they] has shown during our time together. I wholeheartedly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email] if you need any more information.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]