

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

Dear [Recipient's Name],

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

Throughout our time together, [he/she/they] has consistently demonstrated [his/her/their] skills in [specific skills or areas of expertise].

[Candidate's Name] is particularly adept at [specific examples of relevant abilities or accomplishments].

One of the standout experiences I had with [Candidate's Name] was when [provide a detailed example of a project, task, or situation where the candidate excelled]. This experience showcased [his/her/their] [mention qualities such as leadership, teamwork, problem-solving skills, etc.]. Furthermore, [Candidate's Name] possesses a strong commitment to [mention any relevant values or principles related to the field]. [He/She/They] is highly motivated and consistently seeks out opportunities for growth and learning.

I believe that [Candidate's Name] would be an excellent addition to [specific program, position, or opportunity] and would thrive in [mention the environment or setting]. I wholeheartedly support [his/her/their] application and am confident that [he/she/they] will make significant contributions.

Thank you for considering this recommendation. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Company]