

[Your Name]
[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 pleased to write this letter of recommendation for [Candidate's Name]. During the time I have known [him/her/them], [he/she/they] has consistently demonstrated [specific skills/qualities related to the position or opportunity].

[Include specific examples of the candidate's accomplishments, contributions, or character traits that support your recommendation.]

I strongly believe that [Candidate's Name] will excel in [specific position or opportunity] and be a valuable asset to your

[organization/company/program].

If you require any additional information or specific examples, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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