

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Applicant's Name] for [specific position, program, or opportunity]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your position] at [your institution/company], where I have witnessed [his/her/their] exceptional [skills/qualities/attributes].

[First paragraph: Explain your relationship with the applicant and provide context for your recommendation.]

[Second paragraph: Detail specific examples of the applicant's accomplishments, skills, and attributes that make them suitable for the opportunity.]

[Third paragraph: Include any additional information that reinforces the applicant's qualifications and character.]

I am confident that [Applicant's Name] will be an asset to [the target position or program]. I highly recommend [him/her/them] without reservation. Please feel free to contact me at [your phone number] or [your email address] if you need further information.

Sincerely,

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