

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Applicant's Name] for the [Position/Program] at [Organization/Company]. I have had the pleasure of working with [Applicant's Name] for [duration] in [capacity/relationship], and I believe they would be a valuable addition to your team.

During my time working with [Applicant's Name], I observed their exceptional skills in [specific skills or qualities], which greatly contributed to [specific project or achievement]. [Provide additional examples of accomplishments or strengths that highlight the applicant's qualifications relevant to the position/program].

[Applicant's Name] is not only talented but also a pleasure to work with. They exhibit strong [character traits or soft skills], and their ability to [specific example related to teamwork, leadership, etc.] makes them stand out.

I am confident that [Applicant's Name] will bring the same dedication and expertise to [Position/Program] that they have demonstrated in our time together. I strongly recommend them for this opportunity without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you have any further questions or require additional information.

Sincerely,

[Your Name]
[Your Title/Position]