

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, position, or program]. I have had the pleasure of working with [him/her/them] for [duration] at [Organization or Institution], where [he/she/they] served as [Candidate's Position].

During our time together, I was consistently impressed by [Candidate's Name]'s [mention specific skills, qualities, or achievements]. [Provide specific examples or anecdotes that illustrate these points].

[Discuss additional skills, experiences, or characteristics that make the candidate a strong fit for the opportunity].

I believe that [Candidate's Name] would be an excellent addition to [Recipient's Organization or Program] and would bring [mention what the candidate can contribute].

If you have any further questions or require more information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position]