

****Letter of Recommendation Template****

[Your Name]

[Your Title/Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Institution/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to recommend [Candidate's Name] for [position, program, opportunity] at [institution/organization]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [your position] at [your organization].

Throughout [his/her/their] time with us, [Candidate's Name] has demonstrated [mention relevant skills, qualities, or achievements]. Specifically, [provide specific examples or anecdotes that illustrate these skills and qualities].

[Candidate's Name] is not only [positive attribute], but also [another positive attribute or skill], which makes [him/her/them] an excellent fit for [the position/program]. [Discuss any relevant projects, initiatives, or contributions made by the candidate].

I have no doubt that [Candidate's Name] will excel at [the opportunity they are applying for] and will make a valuable contribution to [the institution/organization]. I wholeheartedly recommend [him/her/them] 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 Signature (if sending a hard copy)]

[Your Printed Name]