

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

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

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Candidate's Name] for [position/program] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] in the capacity of [your relationship with the candidate], and I am confident in their abilities and potential.

[Introduce Candidate: provide background, relevant experiences, and skills.]

[Detail specific accomplishments and contributions made by the candidate, illustrating their strengths and positive attributes.]

[Discuss the candidate's character, work ethic, and any additional relevant personal qualities.]

In conclusion, I wholeheartedly recommend [Candidate's Name] for [position/program]. I am certain that they will be a valuable asset to your team.

Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]