

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

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [Purpose of the Recommendation, e.g., a job, scholarship, etc.]. I have had the pleasure of knowing [Candidate's Name] for [Duration] in my role as [Your Position] at [Your Organization].

[Insert a paragraph about the candidate's skills, experiences, and qualities. Include specific examples that highlight their strengths.]

In conclusion, I wholeheartedly recommend [Candidate's Name] for [the opportunity] without reservation. I am confident that [he/she/they] will bring the same dedication, persistence, and excellence to your [program, organization, etc.] as [he/she/they] has shown in [your experience with them].

Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Your Contact Information]