

[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],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position, program, scholarship, etc.]. I have had the pleasure of knowing and working with [him/her/them] for [duration] at [Your Institution/Organization], where [he/she/they] [explain your relationship, e.g., as a student, employee, etc.].

During this time, [Candidate's Name] has demonstrated [specific skills, qualities, achievements]. [Provide specific examples or anecdotes to illustrate the candidate's strengths].

[Candidate's Name] has also shown [mention other relevant qualities, such as leadership, teamwork, responsibility]. [Add additional supporting details or experiences that highlight the candidate's potential].

I am confident that [Candidate's Name] will excel in [mention the new role, program, etc.], and I strongly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you need any more information or further insights into [Candidate's Name]'s abilities and character.

Sincerely,

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