

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient Institution/Organization]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] as [his/her/their] [your relationship to the candidate, e.g., professor, supervisor, etc.]. During this time, I have been consistently impressed by [his/her/their] [specific qualities or skills that relate to the position, such as work ethic, creativity, leadership, etc.]. [Provide specific examples or anecdotes that demonstrate these qualities.]

In addition, [Candidate's Name] has shown great dedication to [relevant field or subject matter], consistently demonstrating [specific abilities or achievements]. [Include any relevant accomplishments or contributions made by the candidate].

I am confident that [Candidate's Name] would be an excellent fit for [the position, program, or opportunity] at [Recipient Institution/Organization]. [He/She/They] brings a unique blend of skills, passion, and determination that will undoubtedly contribute to [specific benefits to the institution/organization].

Please feel free to contact me at [your phone number] or [your email] if you need further information or specific examples supporting my recommendation.

Thank you for considering this application.

Sincerely,

[Your Name]
[Your Position]