

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

[Recipient's Name]
[Recipient's 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 the [specific position or opportunity] at [Recipient's Institution/Organization]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] in my role as [Your Position] at [Your Institution/Organization].

During this time, I have been consistently impressed by [Candidate's Name]'s [specific qualities or skills, e.g., dedication, analytical skills, leadership]. One particular instance that highlights [his/her/their] capabilities is [briefly describe a relevant experience or project]. This accomplishment not only demonstrates [his/her/their] expertise but also illustrates [his/her/their] ability to work collaboratively and adapt to challenges.

In addition to [his/her/their] technical skills, [Candidate's Name] also exhibits strong [personal or soft skills, e.g., communication, empathy, teamwork]. [He/She/They] has a unique ability to [specific example of soft skill in action]. This makes [him/her/them] not only a valuable team member but also a respected leader among peers.

I am confident that [Candidate's Name] will bring the same level of enthusiasm and excellence to [Recipient's Institution/Organization] as [he/she/they] has demonstrated at [Your Institution/Organization]. I strongly support [his/her/their] application and believe [he/she/they] would make a significant contribution to your team.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information or specific examples regarding [Candidate's Name].

Sincerely,

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