

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution/Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position/award/program] at [Institution/Organization]. Having worked with [him/her/them] for [duration] in my capacity as [Your Position] at [Your Institution/Company], I have witnessed firsthand [his/her/their] exceptional skills and dedication.

During [his/her/their] time in [specific project or role], [Candidate's Name] demonstrated [specific skills or qualities], which significantly [describe impact or contribution]. [He/She/They] possesses an innate ability to [describe relevant abilities], making [him/her/them] an ideal candidate for this opportunity.

I am particularly impressed by [specific example or story that illustrates the candidate's strengths]. This experience showcased [Candidate's Name]'s [relevant attributes or skills], which I am confident will contribute greatly to [specific position/award/program].

In conclusion, I firmly believe that [Candidate's Name] would be an outstanding addition to [Institution/Organization]. [He/She/They] has my highest recommendation, and I am excited to see the impact [he/she/they] will make in [his/her/their] future endeavors.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution/Company]