

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

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific opportunity or position]. During [his/her/their] time at [Your Organization/Institution], [he/she/they] demonstrated exceptional [skills/qualities/achievements].

[Provide specific examples of the candidate's skills, experiences, or accomplishments that relate to the recommendation.]

[Elaborate on the candidate's suitability for the position/opportunity, including any relevant personal anecdotes or observations.]

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Recipient's Organization/Position] as [he/she/they] has consistently exhibited throughout [his/her/their] time with us.

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

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