

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient Organization/Institution]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization/Institution].

During this time, I have been particularly impressed by [Candidate's Name]'s [mention specific skills, qualities, or achievements relevant to the opportunity]. For example, [provide a specific example or anecdote that illustrates these qualities].

In addition to [his/her/their] technical skills, [Candidate's Name] demonstrates [mention interpersonal skills, work ethic, or leadership abilities]. [He/She/They] consistently [describe another positive trait or contribution].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [Recipient Organization/Institution] as [he/she/they] has shown here. I highly recommend [him/her/them] for [specific position, program, or opportunity].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Organization/Institution]