

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

Dear [Recipient's Name],

I am writing to strongly recommend [Candidate's Name] for [specific position, program, or opportunity] at [recipient's institution/organization]. As [Candidate's Position/Relationship to You], I have had the pleasure of working closely with them for [duration] and have been consistently impressed by their [specific traits, skills, or accomplishments].

During their time with us, [Candidate's Name] demonstrated exceptional abilities in [specific area], including [examples of skills or tasks]. Their commitment to [relevant values or work ethic] and ability to [specific action or result] sets them apart from their peers.

One of the most remarkable projects that [Candidate's Name] undertook was [describe a relevant project or experience]. This experience highlighted their [specific qualities or skills] and resulted in [positive outcome or impact].

I have no doubt that [Candidate's Name] will bring the same level of dedication and expertise to [recipient's institution/organization]. I fully endorse their application and believe they will be a valuable asset to your team.

Please feel free to contact me at [your phone number] or [your email] if you require any further information or insight regarding [Candidate's Name].

Sincerely,
[Your Name]
[Your Position]