

[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 recommend [Candidate's Name] for [specific program, position, or opportunity]. I have known [him/her/them] for [duration] in my capacity as [your relationship to the candidate].

During this time, [Candidate's Name] has demonstrated [specific skills, qualities or achievements related to the opportunity]. For example, [provide a specific instance or story illustrating these qualities]. [Candidate's Name] has also shown [mention any additional attributes such as leadership, teamwork, or perseverance]. This experience has helped [him/her/them] develop [mention specific skills or experiences related to the opportunity].

I believe that [Candidate's Name] would be an excellent fit for [specific program, position, or opportunity] due to [reiterate reasons]. I am confident that [he/she/they] will excel and contribute positively to [recipient's organization or program].

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

Sincerely,

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