

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

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

Dear [Recipient's Name],

I am writing to recommend [Person's Name] for [specific opportunity, position, program, etc.]. I have had the pleasure of knowing [Person's Name] for [duration of time] in my capacity as [your position] at [your institution/company].

During this time, I have been consistently impressed with [his/her/their] [specific qualities, skills, and achievements]. [Provide specific examples that demonstrate these qualities].

[Person's Name] exhibits a remarkable [attribute/skill], which will undoubtedly contribute to [the specific opportunity]. [He/She/They] has a strong ability to [mention relevant skills or experiences that align with the opportunity].

I have no doubt that [Person's Name] will bring the same dedication and passion to [the opportunity] as [he/she/they] has shown in [his/her/their] time with us. I wholeheartedly recommend [him/her/them] for [specific opportunity].

Please feel free to contact me if you need any further information or insights regarding [Person's Name].

Sincerely,

[Your Name]
[Your Position/Title]