

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

Dear [Recipient's Name],
I am writing to recommend [Applicant's Name] for the [specific program, position, or opportunity] at [Organization/Institution]. I have had the pleasure of working with [him/her/them] for [duration] as [his/her/their] [your relationship, e.g., teacher, supervisor] at [Your Institution/Organization].

During this time, I have been impressed by [Applicant's Name]'s [mention specific skills, qualities, or accomplishments]. [He/She/They] consistently demonstrate[s] [insert relevant attributes, e.g., dedication, intelligence, creativity] that make [him/her/them] an ideal candidate for this opportunity.

[Provide specific examples of the applicant's work, projects, or achievements that relate to the position or program.]

[He/She/They] is not only [describe positive attributes], but also [mention any teamwork, leadership qualities, or community involvement]. I am confident that [Applicant's Name] will bring the same energy and passion [he/she/they] has shown with us to [the program/position].

In summary, I highly recommend [Applicant's Name] for [specific program/position]. [His/Her/Their] skills and dedication will undoubtedly make a positive impact at [Organization/Institution]. Please feel free to contact me at [your phone number] or [your email] if you have any questions or need further information.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]