

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

Dear [Recipient's Name],

I am writing to recommend [Mentee's Name] for [specific opportunity, program, or position]. I have had the pleasure of mentoring [him/her/them] for [duration] at [your organization/institution], where [he/she/they] has shown remarkable [skills/qualities related to the opportunity].

During our time together, [Mentee's Name] has demonstrated exceptional [specific skill or quality]. For example, [provide a specific anecdote or example that illustrates this quality]. Furthermore, [he/she/they] is highly regarded for [another skill or quality], which was evident when [provide another specific example].

In addition to [his/her/their] skills, [Mentee's Name] is also a [describe character traits, such as hardworking, reliable, etc.]. [He/She/They] has consistently shown [describe attributes] which makes [him/her/them] a perfect fit for [the opportunity].

I am confident that [Mentee's Name] will bring [his/her/their] unique talents and determination to [the specific opportunity]. I wholeheartedly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Name]  
[Your Title/Position]