

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position or opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [your organization or institution], where [he/she/they] has been [describe the relationship, e.g., student, employee, colleague].

During [his/her/their] time with us, [Candidate's Name] has exhibited exceptional [skills or qualities relevant to the position, e.g., analytical skills, leadership qualities, dedication]. [Provide specific examples or accomplishments that highlight these qualities.]

One particular instance that stands out is when [provide a specific example or story that showcases the candidate's strengths]. This experience not only demonstrated [his/her/their] ability to [relevant skill], but also underscored [his/her/their] commitment to [relevant values or goals].

I believe that [Candidate's Name] would be a valuable addition to [Recipient's organization or program] and strongly endorse [his/her/their] application. [He/She/They] is not only skilled but also possesses [mention any personal traits, e.g., integrity, motivation] that will benefit [Recipient's organization] immensely.

Please feel free to contact me at [your phone number] or [your email address] if you would like to discuss [Candidate's Name] further.

Sincerely,

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