

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [position/program/opportunity] at [Recipient's Organization/Program]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] served as [Candidate's Position].

During this time, [Candidate's Name] demonstrated exceptional [skills/qualities] such as [specific examples], which greatly benefited our team and projects. [He/She/They] has a unique ability to [specific skill or trait], making [him/her/them] an invaluable asset in any situation.

One of [Candidate's Name]'s major contributions was [specific project or task], where [he/she/they] [describe achievement or impact]. This experience showcased [his/her/their] [specific skills], and I believe it has prepared [him/her/them] well for the challenges at [Recipient's Organization/Program].

I am confident that [Candidate's Name] will bring the same level of dedication and proficiency to your organization as [he/she/they] has shown with us. I strongly endorse [his/her/their] application and believe that [he/she/they] will be a great fit in your program/team.

Thank you for considering this recommendation. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]