

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate Name] for [specific opportunity, e.g., a position, scholarship, etc.]. I have had the pleasure of knowing and working with [Candidate Name] for [duration] at [Your Organization], where [he/she/they] has been [describe the candidate's role and responsibilities].

During this time, [Candidate Name] has consistently demonstrated [specific qualities or skills, e.g., exceptional work ethic, problem-solving abilities, leadership skills]. [He/She/They] [provide examples of achievements or contributions].

[Optional: Include any relevant personal anecdotes that highlight the candidate's strengths and character.]

I am confident that [Candidate Name] will bring the same level of dedication and excellence to [the new opportunity]. [He/She/They] would be a tremendous asset to your [team/program].

Please feel free to contact me at [your phone number] or [your email] for any further information or discussions regarding [Candidate Name].

Sincerely,

[Your Name]
[Your Position]