

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [position/program/opportunity]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship, e.g., professor, employer, mentor] and have been consistently impressed by [his/her/their] [specific qualities or skills].

Throughout our time working together, [Candidate's Name] has demonstrated [specific examples of skills or accomplishments relevant to the position], showcasing [his/her/their] [attributes, such as leadership, dedication, creativity].

I am confident that [Candidate's Name] will bring the same level of commitment and excellence to [the new position/program] as [he/she/they] has shown in our time together. I highly recommend [him/her/them] to you without reservation.

If you have any questions or need further information, please feel free to contact me at [your phone number] or [your email].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Contact Information]