

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific opportunity, e.g., graduate program, job position, scholarship] at LXIX. I have had the pleasure of working with [Candidate's Name] for [duration] as [his/her/their] [your relationship to the candidate, e.g., professor, supervisor, mentor] at [Your Institution/Company].

During this time, I have been continually impressed by [Candidate's Name]'s [specific skills or qualities, e.g., creativity, dedication, analytical skills]. [He/She/They] has demonstrated outstanding [relevant experience or projects] that highlight [his/her/their] potential to excel in [specific field or area].

One of the standout moments during our time together was [briefly describe a specific incident that showcases the candidate's skills or character]. This incident not only showcased [his/her/their] talents but also [his/her/their] ability to [relevant trait or skill, e.g., work collaboratively, think critically].

In addition to [his/her/their] technical skills, [Candidate's Name] has demonstrated an exceptional ability to communicate and connect with others, which I believe will be invaluable in [specific program or position]. [His/Her/Their] passion for [relevant field] is truly inspiring, and I have no doubt that [he/she/they] will contribute significantly to the LXIX community.

I can confidently say that [Candidate's Name] would be a tremendous asset to LXIX. I strongly encourage you to consider [his/her/their] application favorably. Please feel free to contact me at [your phone number] or [your email] if you require further information or wish to discuss this recommendation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution/Company]  
[Your Signature (if sending a hard copy)]