

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [program, position, opportunity] at [Recipient's Organization]. I have had the pleasure of [working with/teaching/mentoring] [Candidate's Name] for [duration] at [Your Organization/Institution], where I serve as [Your Position].

During their time with us, [Candidate's Name] demonstrated remarkable [skills/qualities], particularly in [specific examples]. Their ability to [specific achievement or project] showcased their [specific trait or skill], which I believe would make them an asset to your [team/program]. Furthermore, [Candidate's Name] consistently displays [another trait or quality], as seen in [specific example or situation]. This ability to [explain the impact of this quality] sets them apart from their peers and speaks to their character.

In conclusion, I highly recommend [Candidate's Name] for [position/opportunity] at [Recipient's Organization]. I am confident that they will bring the same level of dedication and excellence that they have shown during their time with us.

Please feel free to contact me at [your phone number] or [your email] if you have any further questions or would like to discuss [Candidate's Name] in greater detail.

Sincerely,
[Your Name]
[Your Position]