

[Your Name]  
[Your Title]  
[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 [specific position, program, or opportunity]. In my capacity as [Your Title] at [Your Organization], I have had the pleasure of working with [Candidate's Name] for [duration] and have been consistently impressed by [his/her/their] [qualities or skills].

During our time together, [Candidate's Name] demonstrated [specific examples of skills, contributions, or achievements]. [He/She/They] also [describe any relevant projects or accomplishments that showcase the candidate's strengths].

[Candidate's Name]'s ability to [specific skill or attribute] sets [him/her/them] apart. [He/She/They] is not only [describe personal qualities], but also has a remarkable talent for [relevant skills or accomplishments].

I am confident that [Candidate's Name] will bring the same dedication and enthusiasm to [specific position] as [he/she/they] has shown during [his/her/their] time at [Your Organization]. I wholeheartedly recommend [him/her/them] for this opportunity, and I am excited to see the impact [he/she/they] will make.

Please feel free to contact me at [your phone number] or [your email address] should you need any further information or insights.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]