

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [purpose - e.g., a position, admission, etc.]. I have known [Candidate's Name] for [duration] in my capacity as [Your Relationship to the Candidate]. During this time, I have been impressed by [his/her/their] [specific qualities or skills]. For example, [provide a specific example or anecdote].

[Further details about the candidate's qualifications and experiences.]

I strongly believe that [Candidate's Name] will [positive outcome related to the opportunity].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]