

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, position, or program]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [Your Position] at [Your Organization], and I have been consistently impressed with [his/her/their] [specific qualities/skills].

Throughout our time together, [Candidate's Name] has demonstrated [specific skills, accomplishments, or traits], particularly [give a specific example]. [He/She/They] has a strong ability to [mention related skills or contributions], which I believe will make [him/her/them] a great fit for [opportunity].

Moreover, [Candidate's Name] exhibits exceptional [mention soft skills, such as teamwork, leadership, etc.], which greatly contribute to [mention how these skills made an impact in your organization or project].

[He/She/They] is not only dedicated but also has a remarkable ability to [another skill or trait], making [him/her/them] stand out among [his/her/their] peers.

I wholeheartedly support [Candidate's Name]'s application for [specific opportunity]. I am confident that [he/she/they] will bring the same level of commitment and excellence to [Recipient's Organization or Program] as [he/she/they] has demonstrated in [Your Organization].

Please feel free to contact me at [your phone number] or [your email address] if you need any more information or insights regarding [Candidate's Name].

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]