

[Your Name]
[Your Title/Position]
[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 [specific position, opportunity, or program] at [Recipient Organization/Institution]. I have had the pleasure of working with [Candidate's Name] for [duration] as [his/her/their] [relation, e.g., supervisor, mentor, colleague] at [Your Organization].

During this time, [Candidate's Name] has demonstrated exceptional [skills/qualities, e.g., leadership, teamwork, analytical skills], particularly in [specific project or task]. [He/She/They] has shown a remarkable ability to [describe specific achievements or contributions]. [Include additional information about the candidate's qualifications, work ethic, and character. Provide specific examples to support your claims.]

I have no doubt that [Candidate's Name] will bring the same level of enthusiasm, dedication, and excellence to [Recipient Organization/Institution] as [he/she/they] has shown while working with us. I highly recommend [him/her/them] without reservation.

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

Sincerely,

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