

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific purpose, e.g., admission, employment, scholarship] at [Recipient's Institution/Organization]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] as [his/her/their] [your relationship to the candidate, e.g., teacher, supervisor, mentor]. During this time, I have been consistently impressed with [Candidate's Name]'s [qualities, skills, attributes, e.g., dedication, work ethic, problem-solving abilities]. [He/She/They] has demonstrated [specific examples of achievements or contributions], which showcases [his/her/their] ability to [relation to the opportunity being pursued]. [Provide additional examples or comments that highlight the candidate's strengths or relevant experiences].

I am confident that [Candidate's Name] will bring the same enthusiasm and dedication to [Recipient's Institution/Organization] as [he/she/they] has shown during [his/her/their] time with us. [He/She/They] would be an excellent addition to your [program, team, etc.].

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

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]