

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific program, position, opportunity]. I have had the pleasure of knowing and working with [him/her/them] for [duration] in [context or relationship].

[In this paragraph, provide specific details about your relationship with the candidate and their relevant skills or traits. Mention any projects, roles, or responsibilities that highlight their qualifications.]

[In this paragraph, provide additional examples of the candidate's accomplishments, work ethic, teamwork, leadership, or problem-solving abilities. Be specific and concise.]

I believe that [Candidate's Name] will excel in [program, position] and make a valuable contribution to [organization, institution].

[He/She/They] has my highest recommendation.

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

Sincerely,

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