

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to recommend [Candidate's Name] for [position/program/opportunity] at [organization/institution]. I have had the pleasure of working with [him/her/them] for [duration] in [context or relationship], and I believe [he/she/they] would be a valuable addition to your [team/program].

[Explain your relationship with the candidate and provide specific examples of their skills, accomplishments, and character traits that make them a strong candidate.]

In conclusion, I wholeheartedly recommend [Candidate's Name] for [position/program/opportunity]. I am confident that [he/she/they] will bring the same dedication and excellence to your organization as [he/she/they] has demonstrated throughout our time together.

Thank you for considering [Candidate's Name]. Please feel free to reach out to me at [your phone number] or [your email] if you have any questions or need further information.

Sincerely,

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