

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

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

Dear [Recipient's Name],

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

[Provide specific examples of the candidate's work, contributions, or achievements. Highlight skills that are relevant to the opportunity.]

[Candidate's Name] has demonstrated [additional qualities or skills] that make [him/her/them] an excellent fit for [the opportunity]. I am confident that [his/her/their] [attributes, such as work ethic, creativity, teamwork] will greatly benefit [program or organization].

In conclusion, I highly recommend [Candidate's Name] for [the opportunity] without reservation. Please feel free to contact me at [your phone number] or [your email address] if you need further information.

Sincerely,

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