

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, position, or program] at [Recipient Institution/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Institution/Organization] and have been consistently impressed by their [specific qualities, skills, or achievements].

[In this paragraph, provide specific examples that demonstrate the candidate's abilities, contributions, and character. Mention any relevant projects, responsibilities, or accomplishments.]

[Discuss any additional positive attributes of the candidate, such as teamwork, leadership skills, or adaptability. If applicable, relate these qualities to the opportunity they are being recommended for.]

I firmly believe that [Candidate's Name] would be an excellent addition to your [program, team, etc.]. Their [specific qualities or skills] make them a great fit for [Recipient Institution/Organization], and I have no doubt they will make a significant impact.

Please feel free to contact me at [Your Phone Number] or [Your Email] if you have any questions or need further information.

Sincerely,

[Your Name]  
[Your Title/Position]