

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Institution/Company Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to refer [Name of the Person Being Recommended] for [purpose of recommendation, e.g., a position, program, scholarship].

[Brief introduction about your relationship with the person being recommended and how long you have known them.]

[Paragraph outlining the qualifications, skills, and achievements of the person. Provide specific examples where possible.]

[Paragraph discussing personal attributes, work ethic, and character traits that make the individual a strong candidate.]

I believe that [Name] would be an excellent addition to [specific institution or position], and I wholeheartedly recommend them for [purpose].

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email] if you need any further information.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization] (if applicable)