

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position/program/opportunity] at [Recipient's Institution/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] as [his/her/their] [relationship, e.g., professor, supervisor].

[Paragraph 1: Introduction of the candidate and context of your relationship]

[Paragraph 2: Overview of the candidate's skills, experiences, and achievements relevant to the PBS field]

[Paragraph 3: Specific examples that demonstrate the candidate's qualifications and contributions]

[Paragraph 4: Overall assessment of the candidate, including strengths and potential for success]

I am confident that [Candidate's Name] will be a valuable asset to [Recipient's Institution/Organization] and excel in [specific program/position]. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

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