

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

[Recipient's Name]
[Recipient's Title]
[Office of the Prime Minister]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you in my capacity as [Your Position/Title] at [Your Organization/Institution]. It is with great respect and admiration that I recommend [Candidate's Name] for [specific position, award, or recognition] in your consideration.

[Paragraph 1: Introduction of the candidate and your relationship with them. Highlight why you are qualified to recommend them.]

[Paragraph 2: Discuss the candidate's qualifications, achievements, and relevant experiences. Provide specific examples that showcase their skills and contributions.]

[Paragraph 3: Explain the impact the candidate has made within their field or community. Emphasize qualities such as leadership, innovation, or dedication.]

[Paragraph 4: Conclude with a strong endorsement of the candidate, expressing your confidence in their abilities and potential.]

Thank you for considering this recommendation. I am confident that [Candidate's Name] would be an excellent choice for [position, award, or recognition] and would make significant contributions to our [community, country, etc.].

Sincerely,

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