

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

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific opportunity, position, or program]. I have had the pleasure of knowing [him/her/them] for [duration] as [describe your relationship, e.g., a colleague, student, etc.], and I have been consistently impressed with [his/her/their] [mention specific qualities or skills].

During [his/her/their] time at [where you know them from], [Candidate's Name] demonstrated [specific examples of achievements, skills, or qualities]. [He/She/They] excels in [mention relevant abilities or traits] and has made a significant impact on [describe impact].

[Optional: Include a personal anecdote that illustrates the candidate's strengths]. This experience solidified my belief that [Candidate's Name] possesses the qualities necessary to succeed in [specific opportunity].

I am confident that [he/she/they] will bring the same dedication and excellence to [new opportunity]. I highly recommend [Candidate's Name] without reservation. Please feel free to contact me at [your phone number] or [your email] if you need further information.

Sincerely,

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