

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for [specific position, program, or opportunity]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relationship to the applicant, e.g., professor, manager, colleague] at [Organization/Institution Name].

During [his/her/their] time with us, [Applicant's Name] has consistently demonstrated [specific skills or qualities]. For example, [provide a specific example or anecdote that illustrates the applicant's strengths]. [He/She/They] has also shown exceptional [mention any relevant soft skills, like teamwork, leadership, or communication]. One instance that stands out is when [provide another specific example].

I have no doubt that [Applicant's Name] will excel in [position/program] and be an asset to [Recipient's Organization]. [He/She/They] is not only committed and hardworking but also possesses a genuine passion for [relevant field or subject].

Please feel free to contact me at [your phone number] or [email address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]