

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [position, program, or opportunity] at [Recipient Organization]. As [your relationship to the candidate, e.g., their professor, supervisor, etc.], I have had the pleasure of working with [Candidate's Name] for [duration] and have been consistently impressed by their [qualities, skills, or contributions].

[In this paragraph, provide specific examples of the candidate's achievements, skills, and how they have demonstrated those in relevant situations. Highlight their strengths and contributions that make them suitable for the position or opportunity.]

[In this paragraph, you can elaborate further on their character and work ethic. Discuss why you believe they will be a great fit for the new role or program.]

I am confident that [Candidate's Name] will bring their [qualities/skills] to [Recipient Organization] and contribute positively to your [team, project, etc.]. I wholeheartedly recommend them for [position, program, or opportunity].

Please feel free to contact me at [your phone number] or [your email] if you require any further information or specific examples regarding [Candidate's Name].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Organization]