

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

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

Dear [Recipient's Name],

****Introduction****

I am pleased to recommend [Candidate's Name] for [specific position or opportunity]. During my time working with [him/her/them] at [where you worked together], I have witnessed [his/her/their] exceptional skills and dedication.

****Key Qualifications****

[Candidate's Name] demonstrated [specific qualities, skills, or achievements]. For instance, [give a specific example related to the candidate's strengths].

****Conclusion****

In summary, I highly recommend [Candidate's Name] for [position/opportunity]. [He/She/They] will be a valuable asset to your [organization/program]. Please feel free to contact me for further information.

Sincerely,

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