

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

Dear [Recipient Name],

I am writing to recommend [Candidate Name] for [specific position, program, or opportunity] at [Institution/Organization]. I have had the pleasure of knowing [Candidate Name] for [length of time] as [his/her/their] [your relationship, e.g., professor, colleague, supervisor].

During this time, I have been consistently impressed with [his/her/their] [specific skills, qualities, or contributions related to the opportunity]. For example, [provide a detailed example or experience that highlights the candidate's strengths].

[Candidate Name] demonstrates exceptional [mention relevant qualities, e.g., analytical skills, teamwork, communication], which will undoubtedly contribute to [specific context related to the opportunity].

In addition to [his/her/their] impressive academic and professional abilities, [Candidate Name] possesses a genuine passion for [subject matter or field], which drives [him/her/them] to continuously seek growth and innovation. [Include another example or anecdote that illustrates this].

I am confident that [Candidate Name] will make a valuable addition to [Institution/Organization] and excel in [specific role or program]. I wholeheartedly support [his/her/their] application and highly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Name]
[Your Position]