

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [purpose of recommendation, e.g., a position, program, scholarship]. I have had the pleasure of working with [him/her/them] for [duration] at [Institution/Organization], where [he/she/they] served as [Candidate's Position/Role].

During this time, I have been consistently impressed with [Candidate's Name]'s [specific qualities/skills, e.g., dedication, expertise in a subject, leadership abilities]. [He/She/They] demonstrate[s] a strong commitment to [relevant field or task], and [his/her/their] contributions have significantly benefited our team/project.

One of [Candidate's Name]'s notable achievements was [describe a specific project, task, or accomplishment]. This experience showcased [his/her/their] [specific skills or traits, e.g., problem-solving abilities, creativity, teamwork].

Moreover, [Candidate's Name] is not only skilled in [his/her/their] field but is also [mention any soft skills or personal attributes, e.g., a great communicator, supportive teammate]. [He/She/They] approach[es] challenges with a positive attitude and an open mind, making [him/her/them] a joy to work with.

In conclusion, I wholeheartedly recommend [Candidate's Name] for [the opportunity]. I am confident that [he/she/they] will excel and make invaluable contributions to [Recipient's Institution/Organization]. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

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