

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

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for [specific opportunity, e.g., a position, program, etc.]. I have had the pleasure of knowing and working with [Applicant's Name] for [duration] in my capacity as [your position] at [your institution/organization].

During this time, I have been consistently impressed by [his/her/their] [specific qualities, skills, or achievements related to the opportunity]. [Include specific examples that illustrate these qualities or achievements.]

[Applicant's Name] has demonstrated [relevant skills or characteristics], which I believe will make [him/her/them] an asset to your [team, program, etc.]. [Provide an additional example or two to support your recommendation.]

In conclusion, I wholeheartedly endorse [Applicant's Name] for [the opportunity]. I am confident that [he/she/they] will exceed your expectations and contribute positively to [the program, institution, etc.]. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]  
[Your Title]