

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

Dear [Recipient's Name],
I am writing to recommend [Applicant's Name] for the [Program Name] at [Institution Name]. I have had the pleasure of working with [him/her/them] for [duration] in [capacity, e.g., as a professor, supervisor, etc.], and I can confidently say that [he/she/they] possesses qualities that make [him/her/them] an excellent candidate for your program.

[In the next paragraph, describe the applicant's relevant skills, experiences, and accomplishments. Provide specific examples and anecdotes that highlight their strengths.]

Moreover, [Applicant's Name] demonstrates strong [skills/traits such as leadership, dedication, problem-solving abilities] that I believe will contribute greatly to your program. [Add another example or detail that reinforces your previous statement.]

In conclusion, I wholeheartedly support [Applicant's Name]'s application for the [Program Name]. I am confident that [he/she/they] will excel and bring invaluable contributions to your team. Please feel free to contact me at [your phone number] or [your email] if you require further information.

Thank you for considering this application.

Sincerely,
[Your Name]
[Your Title]
[Your Institution/Organization]