

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

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position, program, opportunity, etc.]. I have had the pleasure of knowing [him/her/them] for [duration of time] as [his/her/their] [relationship to you, e.g., professor, supervisor, mentor] at [Your Institution/Organization].

During this time, I have been consistently impressed with [Candidate's Name]'s [specific skills, attributes, or accomplishments]. [He/She/They] has demonstrated [provide examples of relevant skills or experiences that highlight the candidate's qualifications].

[Candidate's Name] not only excels in [specific area], but [he/she/they] also possesses strong [other related qualities, such as teamwork, leadership, commitment, etc.]. [Provide specific examples or anecdotes that illustrate these qualities.]

I am confident that [Candidate's Name] will bring [his/her/their] unique talents and a strong work ethic to [the opportunity or institution]. [He/She/They] will undoubtedly make a positive impact and contribute significantly.

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

Sincerely,

[Your Name]
[Your Title/Position]