

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

Dear [Recipient Name],

I am writing to highly recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient's Institution/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration of time] in my capacity as [Your Position] at [Your Institution/Organization].

During this time, [Candidate's Name] has demonstrated exceptional [skills/qualities related to the position, e.g., analytical skills, teamwork, leadership, etc.]. [He/She/They] has consistently [provide specific examples of contributions or accomplishments].

One of the most impressive aspects of [Candidate's Name]'s work is [describe a particular project, achievement, or quality that stands out]. This experience showcased [his/her/their] ability to [specific skill or trait].

In addition to [his/her/their] technical skills, [Candidate's Name] possesses strong interpersonal abilities, which make [him/her/them] an excellent team player. [He/She/They] is well-respected among peers and has a unique ability to [describe a relevant soft skill, e.g., inspire, mentor, communicate effectively].

I believe that [Candidate's Name] would be a tremendous asset to your [team/program]. [His/Her/Their] passion for [field of interest or study] and commitment to excellence make [him/her/them] an ideal candidate for [specific position, program, or opportunity].

If you require any further information regarding [Candidate's Name] or would like to discuss [his/her/their] qualifications in more detail, please do not hesitate to contact me at [your phone number] or [your email].

Thank you for considering this recommendation.

Sincerely,

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