

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

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position, opportunity, or purpose]. I have had the pleasure of knowing [him/her/them] for [duration] in [capacity or relationship, e.g., as a teacher, supervisor, colleague], and I have consistently been impressed by [his/her/their] [character traits, qualities, or contributions]. Throughout [his/her/their] time with [references to experiences or accomplishments], [Candidate's Name] has demonstrated [specific skills, attributes, or examples of character]. [He/She/They] is [positive qualities, e.g., hardworking, honest, compassionate], and consistently shows [specific behaviors, e.g., dedication, integrity, resilience]. In addition to [his/her/their] exemplary traits, [Candidate's Name] also [mention specific achievements or examples relevant to the recommendation]. This showcases [his/her/their] ability to [specific skills or outcomes].

I am confident that [Candidate's Name] will bring [his/her/their] unique talents and passion to [the opportunity or position] and will contribute positively in [context of the opportunity]. I wholeheartedly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]