

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Peer's Name] for [specific opportunity, e.g., a position, scholarship, program]. I have had the pleasure of working alongside [Peer's Name] for [duration] at [Organization/Institution], where we collaborated on [projects or experiences].

During this time, I have been consistently impressed by [Peer's Name]'s [specific qualities or skills, e.g., work ethic, creativity, leadership abilities]. For instance, [provide a specific example or story that illustrates these qualities].

[Peer's Name] also demonstrates exceptional [mention any relevant skills, e.g., teamwork, problem-solving, communication skills]. A notable instance of this was when [provide another example or story].

I firmly believe that [Peer's Name]'s [skills/qualities] make [him/her/them] a strong candidate for [opportunity]. I have no doubt that [he/she/they] will bring the same dedication and excellence to [specific opportunity] as [he/she/they] has consistently shown at [Organization/Institution].

Thank you for considering [Peer's Name] for this opportunity. Please feel free to contact me at [your phone number or email address] if you need any further information or insights.

Sincerely,

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