

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend RJ Smith for [specific purpose, e.g., graduate program, job position] at [Recipient Institution/Company]. Having worked with RJ for [duration] at [Your Institution/Company], I have seen firsthand the skills and dedication he/she brings to [his/her] work.

RJ has consistently demonstrated exceptional [mention specific skills or qualities, e.g., analytical abilities, leadership skills]. For example, [provide a specific instance or achievement that highlights these qualities].

In addition to RJ's professional attributes, [he/she] is also a person of high integrity and [mention personal qualities, e.g., teamwork, communication skills], making [him/her] a valued member of our community. [Include another specific example to illustrate this point.]

I have no doubt that RJ will excel in [his/her] future endeavors and be a tremendous asset to [Recipient Institution/Company]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions.

Thank you for considering this application.

Sincerely,

[Your Name]
[Your Title/Position]