

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for the [specific program or position] at [Institution/Organization]. I have had the pleasure of knowing [him/her/them] for [duration of time] in [capacity in which you know the candidate].

During this time, [Candidate's Name] demonstrated exceptional [qualities/skills relevant to the role, e.g., technical skills, leadership abilities, dedication, etc.]. [He/She/They] consistently [provide a specific example of an achievement or contribution that illustrates these qualities].

[Candidate's Name]'s ability to [mention any relevant experience or skill related to the position] sets [him/her/them] apart. [He/She/They] not only [mention specific examples], but also [describe how these experiences contribute to the candidate's suitability for the opportunity they are seeking].

I am confident that [Candidate's Name] will excel in [specific program or position] and will make a positive impact at [Institution/Organization].

[His/Her/Their] passion for [field or area related to the program/position] and commitment to [related aspects, such as community service, innovation, etc.] will undoubtedly contribute to [his/her/their] success and the success of your team.

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

Sincerely,

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