

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

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

Dear [Recipient's Name],

I am writing to recommend [Name of the Individual] for [specific position or opportunity, e.g., a research program, job, scholarship], as I believe they would be an exceptional candidate.

During their time at [Your Organization/Institution], [Name] has shown remarkable skills in [specific skills or abilities related to the opportunity]. Their contributions to [specific projects or tasks] have demonstrated their [qualities such as dedication, expertise, teamwork]. [Provide specific examples of accomplishments or experiences that showcase the individual's qualifications].

In addition to their professional competencies, [Name] possesses strong interpersonal skills, allowing them to effectively collaborate with peers and contribute positively to group dynamics.

I wholeheartedly support [Name]'s application for [specific opportunity] and am confident they will excel in this new role. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Sincerely,

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