

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

[Recipient's Name]  
[Recipient's Title/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 [specific program, position, or scholarship] at [Institution/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization].

During this time, [he/she/they] demonstrated exceptional [qualities/skills relevant to the program or position]. [Provide specific examples of achievements, projects, or responsibilities that illustrate the candidate's skills and character.]

[Candidate's Name] has shown remarkable [specific trait or skill], which I believe will serve [him/her/them] well in [the new role or program].

[Another example or evidence of the candidate's capabilities].

In addition to [his/her/their] academic and professional competencies,

[Candidate's Name] is also a person of great integrity and dedication.

[Share an example of the candidate's character or community involvement].

I am confident that [Candidate's Name] will make a significant contribution to [Institution/Organization] and excel in [specific program or position]. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

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