

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for [specific program, position, or opportunity] at [Institution/Organization Name]. I have had the pleasure of knowing [Applicant's Name] for [duration] as [his/her/their] [relationship, e.g., professor, supervisor, etc.], and I am confident in [his/her/their] capabilities and potential.

[Paragraph about the applicant's qualifications, skills, and experiences relevant to the program, organization, or position. Provide specific examples and anecdotes that showcase the applicant's strengths.]

[Paragraph emphasizing the applicant's personal qualities and how they will contribute to the program, organization, or field. Mention any relevant character traits and soft skills.]

I wholeheartedly support [Applicant's Name] in [his/her/their] pursuit of [specific program or opportunity]. I am convinced that [he/she/they] will bring [specific qualities or contributions] to [Institution/Organization Name] and excel in [his/her/their] endeavors.

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

Sincerely,

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