

[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 highly recommend [Applicant's Name] for [the position, program, scholarship, etc.]. I have had the pleasure of knowing and working with [Applicant's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization].

During this time, [Applicant's Name] has demonstrated exceptional [skills/qualities] such as [specific examples]. [He/She/They] consistently [describe relevant achievements or contributions], which greatly impacted [project, team, organization].

[Include another paragraph detailing specific strengths and examples, showcasing contributions and character.]

I have no doubt that [Applicant's Name] will be a valuable asset to [Recipient's Organization/Program]. [He/She/They] have my highest recommendation, and I am confident [he/she/they] will excel in this opportunity.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions.

Sincerely,

[Your Name]
[Your Position]