

[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 [Applicant's Name] for [the position/program/scholarship] at [Recipient's Organization]. My experience working with [him/her/them] at [Your Organization/Context] has given me insight into [his/her/their] abilities and character.

[Paragraph 1: Introduction and relationship]

Explain your relationship with the applicant and how long you have known them.

[Paragraph 2: Skills and qualities]

Highlight specific skills or qualities that make the applicant a strong candidate. Provide examples or anecdotes to support your claims.

[Paragraph 3: Accomplishments]

Detail any notable accomplishments or contributions made by the applicant that demonstrate their qualifications.

[Paragraph 4: Conclusion and recommendation]

Reiterate your strong recommendation for the applicant. Offer to provide additional information if needed.

Sincerely,

[Your Name]  
[Your Title/Position]