

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Company], where I serve as [Your Position].

During this time, [Candidate's Name] has demonstrated [specific qualities or skills], which I believe make [him/her/them] an ideal candidate for [opportunity]. [He/She/They] has consistently shown [examples of achievements or contributions].

Moreover, [Candidate's Name] has [mention any relevant experiences or qualities that relate to the role]. [He/She/They] stands out because [specific reasons why the candidate is exceptional].

I wholeheartedly endorse [Candidate's Name] and believe [he/she/they] will excel in [the opportunity]. Please feel free to contact me at [your phone number] or [your email] if you need any further information.

Sincerely,

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