

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

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position, program, scholarship, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Institution], where [he/she/they] has demonstrated [key qualities, skills, or experiences].  
[First paragraph: Describe your relationship with the candidate and how you know them.]

[Second paragraph: Highlight the candidate's strengths and achievements, providing specific examples that demonstrate their skills and contributions.]

[Third paragraph: Summarize why you believe the candidate is an ideal fit for the opportunity they are pursuing.]

I am confident that [Candidate's Name] will excel in [his/her/their] future endeavors and make a significant impact at [Recipient Organization or relevant context]. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]