

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific opportunity, e.g., graduate program, scholarship, job position] at [Recipient Institution/Organization]. As [your relationship to the candidate, e.g., professor, supervisor] during [his/her/their] time in [context, e.g., class, project], I have had the privilege to witness [his/her/their] remarkable skills and dedication firsthand.

Throughout [his/her/their] time in [specific program or role], [Candidate's Name] demonstrated exceptional [skills/qualities relevant to the opportunity, e.g., analytical skills, teamwork, leadership]. For example, [specific example that showcases these skills or qualities]. In addition to [his/her/their] academic prowess, [Candidate's Name] displays an admirable commitment to [community service, teamwork, other relevant activities]. [Provide an example of involvement].

I am confident that [Candidate's Name] will excel in [new opportunity], bringing the same diligence and passion that [he/she/they] exhibited during [his/her/their] time with us. I strongly support [his/her/their] application and look forward to seeing the great contributions [he/she/they] will make at [Recipient Institution/Organization].

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

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]
[Your Signature (if sending a hard copy)]