

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Applicant's Name] for [specific position, program, or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Applicant's Name] for [duration] at [Your Organization], where [he/she/they] has consistently demonstrated [specific qualities, skills, and contributions].

[Paragraph 1: Describe your relationship with the applicant and how you know their work.]

[Paragraph 2: Highlight specific achievements or projects the applicant has worked on, and what makes them stand out.]

[Paragraph 3: Discuss the applicant's skills, work ethic, and any relevant personal qualities that would benefit the recipient's organization.]

I am confident that [Applicant's Name] will bring the same level of commitment and excellence to [Recipient's Organization] as [he/she/they] has shown during [his/her/their] time with us. I highly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Name]
[Your Title]