

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for the [specific program or position] at your organization. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] has held the position of [Candidate's Position].

During this time, I have been continually impressed by [Candidate's Name]'s [mention specific skills, qualities, or achievements that are relevant to the position or program]. [He/She/They] have demonstrated [specific examples of their abilities or contributions], which makes [him/her/them] a perfect fit for your program.

Moreover, [Candidate's Name]'s ability to [mention any relevant experiences, teamwork, leadership, or other skills] further underscores [his/her/their] potential for success. [He/She/They] exhibit a strong [mention any relevant attributes like work ethic, adaptability, etc.]. I strongly believe that [Candidate's Name] would be an excellent addition to your team and make significant contributions to [mention any relevant goals or objectives of the recipient organization].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or specific examples regarding [Candidate's Name]'s candidacy.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]