

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Institution/Organization]
[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 Institution/Organization], where [he/she/they] has demonstrated exceptional [skills, qualities, or achievements].

[Paragraph detailing specific skills, contributions, and experiences relevant to the recommendation.]

[Paragraph that includes personal anecdotes or examples that showcase the candidate's strengths and suitability for the position.]

In conclusion, I strongly endorse [Candidate's Name] for [specific position or program]. I am confident that [he/she/they] will bring [positive attributes] to your [team/organization]. Please feel free to contact me at [your phone number] or [your email] if you have any questions.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization]