

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific opportunity, program, position, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [describe your relationship, e.g., professor, employer, etc.] at [Your Organization/Institution].

During this time, I have been consistently impressed by [him/her/them].

[Candidate's Name] has demonstrated remarkable [qualities/skills relevant to the recommendation], such as [specific examples or anecdotes that highlight these qualities].

One of the most notable accomplishments was when [describe a specific situation or project that showcases the candidate's abilities]. This experience underscored [his/her/their] capacity for [relevant skill or trait].

I am confident that [Candidate's Name] will [describe what you believe they will achieve or contribute in the new role]. [He/She/They] is well-suited for [specific opportunity] and will bring [mention any unique strengths or perspectives].

In conclusion, I wholeheartedly support [Candidate's Name] and believe that [he/she/they] will be an asset to your

[program/company/organization]. Should you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Title/Position]