

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for admission to [Program/Department] at [University/Organization Name]. I have had the pleasure of knowing [Applicant's Name] for [duration] as [he/she/they] has [describe your relationship with the applicant, e.g., student, employee, etc.].

During this time, I have been consistently impressed by [Applicant's Name]'s [mention specific qualities, skills, or experiences relevant to the program]. [He/She/They] has demonstrated [examples of accomplishments, projects, or leadership roles].

[Include additional paragraphs elaborating on the applicant's strengths, work ethic, and character. Mention how these attributes will contribute to their success in the program.]

I strongly believe that [Applicant's Name] will be an asset to [University/Organization Name] as [he/she/they] continues to pursue [his/her/their] academic and professional goals. I confidently recommend [him/her/them] for admission into [Program/Department].

Thank you for considering this application. Please feel free to contact me if you require further information.

Sincerely,

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