

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

[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient Organization]. I have had the pleasure of [working with/teaching] [Candidate's Name] for [duration] at [Your Organization], where I have witnessed [his/her/their] exceptional skills in [specific skills or qualities].

During [his/her/their] time in [specific context or project], [Candidate's Name] demonstrated [specific example of strengths or achievements]. [He/She/They] showed remarkable [traits such as leadership, creativity, etc.], which significantly contributed to [specific outcomes or achievements].

Moreover, [Candidate's Name] has consistently displayed [other relevant qualities or skills], making [him/her/them] a valuable addition to any team. [He/She/They] is not only [positive personality traits], but [he/she/they] also engages and inspires others to excel.

I wholeheartedly recommend [Candidate's Name] for [position or opportunity]. I am confident that [he/she/they] will bring [his/her/their] unique talents and dedication to [Recipient Organization]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]