

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's 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 known [Candidate's Name] for [duration] in my capacity as [your relationship to the candidate].

During this time, I have been consistently impressed by [his/her/their] [specific skills/qualities relevant to the position]. [Provide specific examples of accomplishments, strengths, or skills].

[Candidate's Name] demonstrates exceptional [another relevant quality or skill], which [explain how this was shown]. [Give another example or anecdote that illustrates the candidate's abilities].

In conclusion, I highly recommend [Candidate's Name] for [the opportunity]. I am confident that [he/she/they] will exceed your expectations and contribute significantly to your [team, program, etc.].

If you have any questions or need further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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