

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific program, position, or opportunity] in your institution. As [his/her/their] [relationship to the candidate, e.g., professor, supervisor], I have had the pleasure of working with [Candidate's Name] for [duration] and have seen firsthand [his/her/their] exceptional abilities.

During [his/her/their] time in [specific course, project, or position], [Candidate's Name] demonstrated [specific skills, qualities, or accomplishments]. [He/She/They] [provide specific examples of contributions or achievements].

In addition to [his/her/their] technical skills, [Candidate's Name] possesses outstanding [soft skills, qualities, or characteristics] that make [him/her/them] a valuable asset to any team. [Provide examples of teamwork, leadership, or interpersonal skills].

I am confident that [Candidate's Name] will bring the same dedication, passion, and hard work to [his/her/their] future endeavors at your institution. I wholeheartedly recommend [him/her/them] for [specific program, position, or opportunity].

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Title/Position]
[Your Institution/Organization]