

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Institution/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 Institution/Organization]. I have had the pleasure of knowing [Candidate's Name] for [duration] as [his/her/their] [professor, supervisor, etc.] at [Your Institution/Organization].

During this time, I have been continually impressed by [Candidate's Name]'s [mention key qualities, skills, and achievements]. [Provide specific examples that highlight these qualities and contributions]. [Candidate's Name] has demonstrated [additional qualities or skills], making [him/her/them] an exceptional candidate for [specific position, program, or opportunity]. I firmly believe that [he/she/they] will bring the same level of dedication and excellence to your [team, program, etc.] as [he/she/they] has shown during [his/her/their] time with us.

I wholeheartedly recommend [Candidate's Name] for [specific position, program, or opportunity]. Please feel free to contact me at [your phone number] or [your email address] if you need further information or insight.

Sincerely,

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