

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

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for [specific program, position, or opportunity] at [Recipient Organization/Institution]. I have had the pleasure of knowing [Applicant's Name] for [duration] in my capacity as [your relationship to the applicant, e.g., teacher, supervisor, etc.].

[Provide a brief introduction of the applicant, including their relevant skills, experiences, and qualities that make them a strong candidate for the opportunity.]

One of the most impressive aspects of [Applicant's Name] is [describe a specific quality or skill, supported by examples that demonstrate the applicant's abilities].

In addition to their [other relevant skill or quality], [Applicant's Name] also [mention another attribute or accomplishment that adds to their qualifications]. [Provide a specific example or anecdote that illustrates this.]

I believe that [Applicant's Name] would be a valuable addition to [Recipient Organization/Institution] due to [summarize the key reasons for your recommendation and how they align with the opportunity].

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

Thank you for considering my recommendation.

Sincerely,

[Your Name]  
[Your Title/Position]