

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific program, position, or opportunity] at [Organization or Institution Name]. I have had the pleasure of knowing [Candidate's Name] for [duration] as [his/her/their] [Professor/Supervisor/Colleague] at [Your Organization/Institution Name], where [he/she/they] has consistently demonstrated [specific qualities or skills relevant to the opportunity]. During our time together, [Candidate's Name] has excelled in [specific tasks, projects, or skills], showcasing exceptional [qualities or attributes, e.g., leadership, creativity, dedication]. For instance, [provide a brief example or anecdote that highlights the candidate's strengths].

Beyond [his/her/their] technical skills, [Candidate's Name] also possesses outstanding interpersonal skills. [He/She/They] works exceptionally well with others and has proven to be a natural collaborator and team player, often bringing out the best in those around [him/her/them].

I am confident that [Candidate's Name] will bring the same level of enthusiasm and expertise to [the opportunity] as [he/she/they] has consistently shown in our collaboration. I strongly recommend [him/her/them] for [the position or opportunity] without reservation.

Thank you for considering this remarkable candidate. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

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