

[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 [Writer's Name] for [specific opportunity, e.g., a writing fellowship, a position, etc.]. I have had the pleasure of working with [Writer's Name] for [duration] at [Organization/Context] and have been consistently impressed with their writing skills and dedication to the craft.

[Writer's Name] possesses a unique ability to [specific skill or trait relevant to writing, e.g., capture complex ideas in a clear and engaging manner, create compelling narratives, etc.]. Their [specific work or project] demonstrated exceptional [skill or quality], showcasing their talent for [describe what makes their work stand out].

In addition to their writing skills, [Writer's Name] is a [mention any other positive traits, e.g., reliable, collaborative, etc.]. They have shown a strong commitment to [specific goals or values relevant to writing]. Their work ethic and passion for writing make them a valuable asset to any team or project.

I wholeheartedly recommend [Writer's Name] for [opportunity]. I have no doubt that they will excel and contribute positively. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

[Your Name]
[Your Title/Position]