

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position, program, or opportunity, e.g., WKCC Fellowship]. As [your relationship to the candidate, e.g., their professor, supervisor], I have had the pleasure of working with [Candidate's Name] for [duration of your relationship], and I have been consistently impressed by their [list key qualities or skills, e.g., dedication, intellect, professionalism]. Throughout [his/her/their] time in [describe the context, e.g., your course, research project], [Candidate's Name] demonstrated exceptional [specific skills or attributes, e.g., analytical skills, creativity, teamwork]. [Provide specific example or anecdote that illustrates these qualities.]

Additionally, [he/she/they] have shown a remarkable ability to [mention other relevant skills or contributions, e.g., lead a team, conduct research], which will undoubtedly serve [him/her/them] well in [the position/program, e.g., WKCC]. [Share another example or anecdote to support this point.]

I am confident that [Candidate's Name] will be a valuable addition to [the program or position, e.g., WKCC] and excel in [his/her/their] future endeavors. I strongly support [his/her/their] application and recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email] if you need any further information or insights regarding [Candidate's Name].

Sincerely,

[Your Name]
[Your Title/Position]