

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for [specific program, position, opportunity] at [Recipient's Institution/Organization]. I have had the pleasure of working with [Applicant's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization].

During this time, I have been consistently impressed by [his/her/their] [mention specific qualities, skills, achievements]. [Provide specific examples that illustrate the applicant's strengths and contributions].

[Additional paragraph detailing more about the applicant's qualifications, experiences, and personal traits that make them an excellent candidate for the position/program].

I am confident that [Applicant's Name] will bring the same dedication and excellence to [Recipient's Institution/Organization] as [he/she/they] has demonstrated in [his/her/their] time with us. I wholeheartedly recommend [him/her/them] for [specific program, position, opportunity].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or insights regarding [Applicant's Name].

Sincerely,

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