

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

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Candidate's Name], who is applying for [position/program]. Having worked with [him/her/them] for [duration] at [Your Organization/Company], I have witnessed [his/her/their] [qualities/skills] firsthand. During [his/her/their] time as [Candidate's Position/Role], [he/she/they] demonstrated exceptional [skills/qualities] that I believe make [him/her/them] an excellent candidate for [position/program]. Specifically, [provide a specific example or anecdote that illustrates the candidate's strengths].

Moreover, [Candidate's Name] has shown remarkable [character traits or professional attributes], contributing not only to [his/her/their] growth but also positively affecting our team and organization.

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [his/her/their] future endeavors. I highly recommend [him/her/them] for [position/program] without reservation. If you have any further questions or need additional information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Title]