

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

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Candidate's Name], who has applied for [specific position, program, etc.]. It has been a pleasure to work with [him/her/them] at [Your Organization/Institution] where [he/she/they] has been [describe your relationship with the candidate, e.g., "my student, my colleague," etc.]. During [his/her/their] time with us, [Candidate's Name] has consistently demonstrated [specific skills/qualities, e.g., leadership, dedication, analytical skills, etc.]. One notable example was when [provide a specific example of the candidate's accomplishments, work ethic, and their impact on the team or organization].

[Candidate's Name] is not only proficient in [mention relevant skills or expertise], but also possesses [mention personal qualities, such as reliability, teamwork, etc.]. [He/She/They] has a unique ability to [provide specific examples that illustrate these qualities].

I am confident that [Candidate's Name] will bring the same level of commitment and passion to [anticipated role or field] as [he/she/they] demonstrated in our time together. [He/She/They] is deserving of your consideration, and I wholeheartedly recommend [him/her/them] without any reservations.

Thank you for considering this application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]
[Your Position]