

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

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Candidate's Name] who is applying for [specific program, position, opportunity]. I have had the pleasure of working with [him/her/them] for [duration] as [his/her/their] [relationship to the candidate] at [your institution/organization].

During this time, I have been impressed by [Candidate's Name]'s [specific qualities, skills, and attributes]. [He/She/They] consistently demonstrate [describe specific abilities, such as leadership, problem-solving, teamwork]. For instance, [provide an example or anecdote illustrating these qualities].

[Candidate's Name] also possesses strong [specific skills or attributes related to the opportunity, e.g., analytical skills, communication skills]. One notable example of this was when [describe a situation that highlights these skills and the positive outcome that resulted].

In addition to [his/her/their] academic and professional achievements, [Candidate's Name] is a [positive personal trait, e.g., dedicated, passionate, initiative]. I believe that [he/she/they] will bring not only [his/her/their] skills and expertise but also a positive attitude to [the opportunity or program].

I wholeheartedly recommend [Candidate's Name] for [specific program, position, opportunity] without reservation. I am confident that [he/she/they] will excel and make a meaningful contribution. Should you have any further questions or require additional information, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Institution/Company]