

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

[Recipient's Name]
[Recipient's Position]
[Recipient's 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]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Institution], where [he/she/they] served as [Candidate's Position].

During this time, [Candidate's Name] has demonstrated exceptional [specific skills or qualities]. For instance, [provide a specific example or anecdote that illustrates these skills]. [His/Her/Their] ability to [mention another relevant quality or achievement] has significantly contributed to [specific outcome or project].

In addition to [his/her/their] professional skills, [Candidate's Name] possesses admirable personal qualities, such as [mention positive attributes like integrity, teamwork, or enthusiasm]. [He/She/They] is always willing to [provide additional details about work ethic or interpersonal skills].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [new opportunity] as [he/she/they] has demonstrated at [Your Organization]. I strongly endorse [his/her/their] application and am happy to provide further details if needed.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]