

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [position, program, opportunity] at [Recipient's Institution/Company]. I have had the pleasure of working with [Candidate's Name] for [duration] as [his/her/their] [your relationship, e.g., supervisor, professor, etc.] at [Your Institution/Company].

During this time, I have been consistently impressed by [Candidate's Name]'s [specific qualities or skills, e.g., work ethic, leadership abilities, etc.]. [He/She/They] has demonstrated [mention a particular example of the candidate's achievements or contributions].

Moreover, [Candidate's Name] possesses [specific skills or attributes relevant to the opportunity], which I believe will greatly benefit [Recipient's Institution/Company]. [Include another example or anecdote to support your recommendation].

I have no doubt that [Candidate's Name] will excel in [position or program] and contribute significantly to your team. I encourage you to give [him/her/them] the opportunity to demonstrate [his/her/their] exceptional capabilities.

Should you require any additional information or specifics, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Company]