

[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 [specific position/program] at [Institution/Company]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your position] at [your institution/company], and I have witnessed firsthand [his/her/their] exceptional skills and dedication.

[Describe the candidate's relevant skills or experiences that make them a strong fit for the opportunity, using specific examples].

In addition to [his/her/their] academic and professional qualifications, [Candidate's Name] possesses [mention any personal attributes, such as leadership, teamwork, or resilience], which I believe will contribute significantly to [program/team/organization's name].

I am fully confident that [Candidate's Name] will excel in [his/her/their] future endeavors and will be a valuable asset to your [team/program]. Please feel free to contact me if you require further information.

Sincerely,

[Your Name]
[Your Position]