

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

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

Dear [Recipient's Name],

I am pleased to recommend [Candidate's Name] for [position, program, opportunity] at [Recipient's Institution/Organization]. During [his/her/their] time at [Your Institution/Organization], [Candidate's Name] demonstrated exceptional [specific skill/quality], showcasing [specific example].

[He/She/They] also [mention another accomplishment or quality], which I believe makes [him/her/them] an excellent fit for [position, program, opportunity]. I am confident that [Candidate's Name] will bring the same dedication and excellence to your team.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need further information.

Sincerely,

[Your Name]
[Your Position]