

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific program, position, or opportunity] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration of your relationship] in my capacity as [Your Position] at [Your Organization]. During this time, [Candidate's Name] has consistently demonstrated [qualities/skills relevant to the opportunity], showcasing their ability to [specific achievements or contributions]. For example, [provide a specific example or anecdote that highlights the candidate's strengths]. [Candidate's Name]'s [additional qualities or skills] further distinguish them as an exceptional candidate. I have been particularly impressed by their [mention any relevant experience or attributes].

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Recipient's Organization] as they have to [Your Organization]. I wholeheartedly support their application and am certain that they will make a significant impact.

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

Sincerely,

[Your Name]  
[Your Title/Position]