

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, position, or program]. I have had the pleasure of knowing [him/her/them] for [duration of your relationship] as [his/her/their] [your relationship, e.g., professor, employer, colleague] at [Your Institution/Organization].

During this time, I have been consistently impressed with [Candidate's Name]'s [specific skills, attributes, or accomplishments]. [Provide detailed examples that demonstrate these skills or attributes and the impact they had.]

[Candidate's Name] is not only [describe character traits, work ethic, etc.], but also demonstrates [other relevant skills or experiences]. I believe that [he/she/they] will bring the same level of enthusiasm and dedication to [the opportunity] as [he/she/they] has shown in our time together.

I wholeheartedly recommend [Candidate's Name] for [the specific opportunity]. [He/She/They] would be a great asset to [Recipient's Organization or Program]. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Thank you for considering this application.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization]