

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, e.g., job position, academic program] at [Organization/Institution Name]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization] where [he/she/they] has held the position of [Candidate's Position].

Throughout our time together, I have been consistently impressed with [Candidate's Name]'s ability to [specific skills or attributes relevant to the opportunity]. [He/She/They] demonstrates a remarkable talent for [relevant skill] and has made significant contributions to [specific project, task, or achievement].

One of the key projects [he/she/they] led was [Brief description of project or achievement]. This experience showcased [his/her/their] ability to [specific contributions or skills demonstrated]. [Candidate's Name] has a unique capacity to work collaboratively with others, always bringing a positive attitude and strong work ethic to the team.

I believe that [Candidate's Name] would be an excellent fit for [specific opportunity], as [he/she/they] not only possess the necessary skills but also the passion and dedication to excel in this role. I have no doubt that [he/she/they] will bring [his/her/their] [positive qualities] to your organization.

Please feel free to reach out to me at [your phone number] or [your email address] if you would like to discuss [Candidate's Name] further.

Sincerely,

[Your Name]  
[Your Position]