

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, e.g., a job position, scholarship, graduate program, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Institution/Organization] as [his/her/their] [relationship, e.g., professor, supervisor, etc.].

During this time, I have been consistently impressed with [Candidate's Name]'s [mention key qualities or skills, e.g., work ethic, intelligence, creativity, etc.]. [He/She/They] possesses a strong ability to [specific ability related to the opportunity], which I believe makes [him/her/them] an exceptional candidate for [specific opportunity].

One of the standout moments was when [provide a specific example or anecdote that illustrates the candidate's strengths or contributions].

This experience demonstrated [his/her/their] [key quality], which is essential for [specific area or skill relevant to the opportunity].

[Candidate's Name] is not only talented but also a great team player.

[He/She/They] is always willing to [mention another positive trait or example of teamwork]. [He/She/They] has an innate ability to inspire others and foster a collaborative environment.

I wholeheartedly recommend [Candidate's Name] for [specific opportunity].

I am confident that [he/she/they] will excel and contribute positively to [the specific field or position].

If you have any further questions or need additional information, please feel free to contact me.

Sincerely,

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