

[Your Name]
[Your Position/Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to recommend [Candidate's Name] for [Position/Program] at [Organization/Institution]. I have had the pleasure of working with [him/her/they] for [duration] as [his/her/their] [your relationship to the candidate].
1. Introduction
- Briefly introduce yourself and your relationship with the candidate.
- State the purpose of the letter.
2. Skills and Qualities
- Discuss specific skills, attributes, and positive traits of the candidate.
- Provide examples that demonstrate these qualities.
3. Accomplishments
- Highlight notable achievements and contributions made by the candidate.
- Include measurable outcomes if possible.
4. Conclusion
- Summarize your recommendation.
- Offer to provide further information if needed.
Sincerely,
[Your Name]
[Your Position/Title]
[Your Organization]