

[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 [purpose, e.g., a job, internship, program]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Institution], where [he/she/they] has [describe relationship and context].

During this time, [Candidate's Name] has demonstrated [mention specific skills, traits, or accomplishments relevant to the recommendation].

[Provide specific examples to support your claims].

I strongly believe that [Candidate's Name] would be a great asset to [Recipient's Organization/Program]. [He/She/They] has a remarkable ability to [mention additional relevant skills or qualities].

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]