

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, scholarship, etc.]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Institution], where [he/she/they] has excelled in [specific skills or attributes].

During our time together, [Candidate's Name] has demonstrated [specific example of skills, qualities, or achievements]. [Provide further details and examples to support your recommendation.]

[Candidate's Name] is also [mention any additional relevant skills, traits, or accomplishments]. I believe [he/she/they] would be a great fit for [Position/Program] due to [explain why they would succeed].

In conclusion, I highly recommend [Candidate's Name] for [Position/Program]. I am confident that [he/she/they] will bring the same dedication and excellence that [he/she/they] has shown during our time together. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any more information.

Sincerely,

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