

[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 [position, program, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [your relationship to the candidate].

During [his/her/their] time at [organization/school], [Candidate's Name] has demonstrated [mention specific skills, qualities, or achievements].

[He/She/They] consistently [describe a key responsibility or task] and has made significant contributions to [project, team, etc.].

[Provide specific examples to support your claims about the candidate's abilities.]

In summary, I highly recommend [Candidate's Name] for [position, program, etc.]. I am confident that [he/she/they] will excel and bring great value to your [team, organization, etc.].

Please feel free to contact me at [your phone number] or [your email] if you need further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]