

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific program, opportunity, or position] at [Recipient's Organization]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] as [his/her/their] [relationship to the candidate, e.g., supervisor, colleague, etc.].

During this time, [he/she/they] has consistently demonstrated exceptional [skills or qualities relevant to the opportunity], which makes [him/her/them] a superb candidate for [specific opportunity]. [Provide specific examples of achievements, projects, or qualities].

In addition to [his/her/their] technical skills, [Candidate's Name] possesses a strong work ethic and is always eager to take on new challenges. [He/She/They] has shown remarkable [leadership, teamwork, communication, etc.], making [him/her/them] an asset to any team.

I am confident that [Candidate's Name] will bring the same level of excellence and dedication to [Recipient's Organization]. I highly recommend [him/her/them] for [specific program, opportunity, or position], and I am excited to see the impact [he/she/they] will make. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

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