

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

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

Dear [Recipient's Name],

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

During [his/her/their] time with us, [Candidate's Name] demonstrated exceptional [skills/qualities relevant to the XDR role], including [specific examples or anecdotes that highlight these skills].

[He/She/They] has shown a strong ability to [related tasks or responsibilities], which I believe will be beneficial in [the position/program].

Moreover, [Candidate's Name] is known for [personal attributes, such as teamwork, leadership, dedication], making [him/her/them] an ideal candidate for [specific position]. [He/She/They] continually seeks to expand [his/her/their] knowledge and skills, showing an exceptional commitment to [relevant field or area].

I firmly believe that [Candidate's Name] will be a valuable asset to [Recipient's Institution/Organization] and strongly endorse [him/her/them] for [the position/program]. If you have any questions or require further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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