

[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 [specific program/job/position] at [Recipient's Organization]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] in my capacity as [Your Position/Relationship to Candidate].

During our time together, I have been consistently impressed by

[Candidate's Name]'s [specific skills, strengths, or qualities].

[He/She/They] demonstrated [provide examples or anecdotes that showcase the candidate's skills or achievements].

Furthermore, [Candidate's Name] possesses a strong work ethic and is always willing to [mention any additional attributes or experiences].

[His/Her/Their] ability to [specific task or responsibility] sets

[him/her/them] apart from [his/her/their] peers.

I am confident that [Candidate's Name] will make a significant contribution to [Recipient's Organization]. I highly recommend [him/her/them] without reservation. Should you require any further information, please do not hesitate to contact me.

Sincerely,

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