

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your 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 program, position, opportunity, etc.]. I have had the privilege of knowing [him/her/them] for [duration] as [his/her/their] [relationship to the candidate, e.g., professor, supervisor, etc.].

During this time, [Candidate's Name] has demonstrated [his/her/their] exceptional abilities in [specific skills or qualities]. One particular instance that highlights this was when [describe a relevant experience or accomplishment].

[Discuss further skills, accomplishments, and characteristics.]

I am confident that [Candidate's Name] will excel in [his/her/their] future endeavors and make a positive impact in [specific field or context].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title/Position]