

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

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Candidate's Name] for [specific program, position, or opportunity]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relationship to the candidate].

During this time, I have observed [Candidate's Name] exhibit exceptional [qualities, skills, or achievements relevant to the recommendation]. [Add specific examples or anecdotes that illustrate these qualities].

[Candidate's Name] is a motivated, dedicated, and talented individual who [insert additional positive attributes or accomplishments]. I believe that [he/she/they] will be an excellent fit for [program/position] and will bring valuable contributions.

In conclusion, I highly recommend [Candidate's Name] for [specific program, position, or opportunity]. I am confident that [he/she/they] will succeed and make a positive impact. Please feel free to contact me at [your phone number] or [your email] if you need further information.

Sincerely,

[Your Name]  
[Your Title/Position]