

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for [specific opportunity, e.g., a position, program, etc.]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their relationship to you, e.g., colleague, student, etc.], and I believe [he/she/they] would be an excellent fit.

[Include specific examples of the applicant's skills, achievements, and contributions relevant to the recommendation. Discuss their strengths, work ethic, and any notable projects they have worked on.]

[Add a personal anecdote or comment about the applicant's character, teamwork abilities, or leadership skills to give a more rounded view.]

I wholeheartedly support [Applicant's Name] and am confident that [he/she/they] will excel in [specific opportunity]. Please feel free to contact me at [your phone number] or [your email] if you have any further questions.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Title/Position]  
[Your Organization]