

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

[Recipient's Name]  
[Recipient's Title]  
[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, or opportunity] at [institution or organization]. I have had the pleasure of knowing [him/her/them] for [duration] while [explain your relationship, e.g., as a professor, supervisor, etc.].

Throughout this time, [Candidate's Name] demonstrated [specific qualities, skills, or achievements relevant to the opportunity]. [Provide examples of their contributions, projects, or behavior that support your recommendation].

[His/Her/Their] ability to [describe relevant skills or characteristics such as teamwork, leadership, analytical thinking, etc.] sets [him/her/them] apart from [his/her/their] peers. I am particularly impressed by [mention any specific project or achievement that highlights the candidate's qualifications].

I have no doubt that [Candidate's Name] will bring the same level of dedication and excellence to [the specific program or position] as [he/she/they] has shown during our time together. I wholeheartedly support [his/her/their] application and believe [he/she/they] will be a valuable asset to your [cohort, team, organization].

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or specific examples.

Sincerely,

[Your Name]  
[Your Title]