

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [position/program/scholarship] at [organization/institution]. I have had the pleasure of working with [Candidate's Name] for [duration] as [his/her/their] [relationship to the candidate].

During [his/her/their] time with us, [Candidate's Name] has consistently demonstrated [specific skills, qualities, or achievements]. [Provide specific examples or anecdotes that illustrate these points].

[Candidate's Name] possesses [another quality or skill], which is evident in [specific example]. [He/She/They] also [additional qualities or accomplishments, with examples].

I am confident that [Candidate's Name] will bring the same level of dedication and excellence to [position/program/scholarship] as [he/she/they] has shown during [his/her/their] time with us. I highly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Name]
[Your Title]