

[Your Name]  
[Your Position]  
[Your Institution/Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Institution/Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [XJX] for [specific opportunity, e.g., a position, scholarship, program]. I have had the pleasure of knowing [XJX] for [duration] as [his/her/their] [relationship, e.g., professor, supervisor], and I can confidently say that [he/she/they] possess the qualities and skills that make [him/her/them] an outstanding candidate.

During [his/her/their] time in [class/job/project], [XJX] demonstrated remarkable [specific skills or qualities, e.g., leadership, analytical thinking, dedication]. [Provide a specific example or anecdote that illustrates these qualities]. This experience showcased not only [XJX]'s expertise in [relevant field/skill], but also [his/her/their] ability to [another quality or skill, e.g., work collaboratively, adapt to challenges].

In addition to [his/her/their] academic and professional capabilities, [XJX] is an individual of great character. [He/She/They] consistently shows [specific personal traits, e.g., integrity, empathy, resilience], which makes [him/her/them] well-respected among peers and faculty alike. I am confident that [XJX] will excel in [specific opportunity] and make a positive contribution to [Recipient Institution/Company]. If you have any further questions or require additional information, please do not hesitate to contact me.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position]