

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Institution/Organization]. Having worked with [Candidate's Name] for [duration] at [Your Organization/Company], I have had the pleasure of witnessing their skills and dedication firsthand.

[Candidate's Name] has consistently demonstrated [specific skills or qualities relevant to the position]. For instance, [provide a specific example or story that highlights their strengths].

In addition to their professional abilities, [Candidate's Name] is also [mention personal attributes, such as teamwork, leadership, etc.] which make them a great asset to any team.

I am confident that [Candidate's Name] will excel in [specific position or opportunity]. 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/Position]  
[Your Organization/Company]