

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Applicant's Name] for [specific program, position, or opportunity] at [Recipient's Institution/Organization]. Having worked with [him/her/them] for [duration] at [Your Institution/Organization], I have been consistently impressed by [his/her/their] [specific qualities, skills, or achievements].

During [his/her/their] time in [specific role or project], [Applicant's Name] demonstrated exceptional [skills/qualities such as leadership, teamwork, creativity]. [He/She/They] successfully [describe a relevant project, task, or achievement], which resulted in [measurable outcome or impact]. [His/Her/Their] ability to [specific skill or quality] truly set [him/her/them] apart.

In addition to [his/her/their] technical skills, [Applicant's Name] possesses outstanding [personal attributes, such as communication, work ethic, etc.]. [He/She/They] is always willing to help others and has a unique ability to [describe another personal quality or ability].

I have no doubt that [Applicant's Name] will excel in [the program or position they are applying for] and will be a valuable asset to [Recipient's Institution/Organization]. I highly recommend [him/her/them] without reservation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions or require additional information.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]