

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Institution/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/Company]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Institution/Company], where [he/she/they] has [describe relationship, e.g., "worked under my supervision," "been my student"].

During [his/her/their] time with us, [Candidate's Name] has displayed [mention relevant skills, qualities, or achievements]. [He/She/They] consistently [provide examples of the candidate's work or contributions]. For instance, [add specific example that highlights skills or accomplishments].

[Candidate's Name] is not only highly skilled but also demonstrates [mention any personal qualities, such as teamwork, leadership, or dedication]. [He/She/They] is always willing to go above and beyond, as evidenced by [provide an example].

I am confident that [Candidate's Name] will excel in [specific position or opportunity] and will be a valuable addition to your team. Please feel free to contact me at [your phone number] or [your email address] if you require any additional information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]