

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, or opportunity]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] has consistently demonstrated [qualities or skills relevant to the recommendation].

During our time together, [Candidate's Name] [describe specific tasks, projects, or accomplishments that illustrate their abilities].

[He/She/They] showcases [mention any relevant skills or characteristics], which I believe will greatly benefit [mention the organization or program].

I am confident that [Candidate's Name] will excel in [his/her/their] future endeavors and make a valuable contribution to your team. Please feel free to contact me at [your contact information] if you require any more information or specific examples.

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]