

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I am writing to recommend [Applicant's Name] for [specific position,  
program, or opportunity]. I have had the pleasure of knowing  
[him/her/them] for [duration] in my capacity as [your relationship to the  
applicant, e.g., supervisor, professor].  
During this time, I have been impressed with [his/her/their] [specific  
skills or qualities]. [Provide specific examples of the applicant's  
accomplishments or strengths that relate to the recommendation].  
I believe that [Applicant's Name] will be an excellent fit for  
[position/program/opportunity] due to [reasons why the applicant is a  
suitable candidate]. [He/She/They] possesses a unique combination of  
[skills/qualities], making [him/her/them] exceptionally qualified.  
I am confident that [Applicant's Name] will bring [specific contributions  
or attributes] to your [team/organization]. Please feel free to contact  
me at [your phone number] or [your email] if you require any more  
information or further insights regarding [his/her/their] application.  
Thank you for considering this recommendation. I am excited about the  
potential opportunity for [Applicant's Name] and am happy to provide  
further support.  
Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Organization/Company Name]