

[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 program, job, opportunity, etc.]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [Your Position] at [Your Institution/Company], where I [describe your relationship and context briefly].

Throughout [his/her/their] time with us, [Candidate's Name] has demonstrated exceptional [skills/qualities relevant to the opportunity]. [He/She/They] consistently [describe specific achievements or contributions]. This showcased [his/her/their] ability to [related skills or characteristics].

One of the standout moments was when [specific example illustrating the candidate's strengths, problem-solving abilities, or leadership]. This experience highlighted [his/her/their] [character trait or skill], which I believe will be invaluable for [Program/Job/Opportunity].

In summary, I wholeheartedly recommend [Candidate's Name] for [specific program, job, opportunity]. I am confident [he/she/they] will bring the same level of dedication and excellence that [he/she/they] has shown during [his/her/their] time with us.

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

Sincerely,

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