

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific opportunity, e.g., graduate program, job position] at [Organization/Institution]. I have had the pleasure of knowing and working with [Candidate's Name] for [duration] as [his/her/their] [your relationship, e.g., professor, employer, mentor] at [your institution/organization].

During this time, I have been consistently impressed by [Candidate's Name]'s [adjective describing skills, e.g., dedication, intelligence, work ethic]. [He/She/They] have demonstrated exceptional [specific skill or quality, e.g., research abilities, leadership skills] through [specific example or project]. [Provide details about the candidate's accomplishments, characteristics, or relevant experiences that showcase their suitability for the opportunity.]

[Candidate's Name] is not only a brilliant [student/employee/individual], but also a [additional positive attribute, e.g., team player, leader] who has a natural ability to [specific action or skill]. [He/She/They] have made a significant impact on [specific group, institution, project], and I am confident that [he/she/they] will bring the same level of commitment and excellence to [the new opportunity].

I strongly believe that [Candidate's Name] will be an invaluable asset to [Organization/Institution], and I give my highest recommendation without reservation. Please feel free to reach out to me at [your phone number] or [your email address] if you require any further information or insights about [his/her/their] qualifications.

Thank you for considering this outstanding candidate.

Sincerely,
[Your Name]
[Your Position]