

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

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

Dear [Recipient's Name],

I am writing to recommend [XQZ's Full Name] for [specific position, program, or opportunity] at [organization or institution]. I have had the pleasure of working with [XQZ] for [duration] at [Your Organization], where [he/she/they] has been [job title, role, or capacity].

During [his/her/their] time with us, [XQZ] has consistently demonstrated [specific skills or qualities relevant to the position]. [Provide specific examples of achievements, contributions, or projects that highlight their strengths.]

[XQZ] is not only a talented [describe professional attributes] but also possesses [mention personal qualities that make them a good fit].

[His/Her/Their] ability to [describe relevant skills or experiences] is remarkable and is undoubtedly an asset to any [organization/team].

In conclusion, I strongly recommend [XQZ] for [the specific opportunity].

I am confident [he/she/they] will excel and make a meaningful contribution. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]