

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, e.g., graduate program, job position, scholarship]. I have had the pleasure of working with [him/her/them] for [duration] at [your institution/organization], where [he/she/they] [describe relationship and context, e.g., served as a student, employee, etc.].

During this time, [Candidate's Name] has demonstrated exceptional [skills/qualities, e.g., analytical skills, work ethic, leadership qualities] which I believe will make [him/her/them] a valuable addition to your [program/team]. [Provide specific examples of achievements or contributions made by the candidate].

[Candidate's Name] also exhibits [mention personal qualities, e.g., integrity, dedication, ability to work under pressure], making [him/her/them] not just a competent [profession, e.g., student, employee] but also a wonderful person to work with.

I wholeheartedly recommend [Candidate's Name] for [specific opportunity]. I believe that [he/she/they] will excel and make significant contributions. If you have any further questions, please feel free to contact me at [your phone number] or [your email address].

Sincerely,
[Your Name]
[Your Title]