

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

Dear [Recipient's Name],

I am writing to recommend [Name of the Person Being Recommended] for [the position, program, opportunity, etc.]. I have had the pleasure of knowing [him/her/them] for [duration of time] while [description of how you know the person, e.g., working together at a company, being classmates, etc.]. During this time, I have been consistently impressed by [his/her/their] [specific qualities, skills, or contributions]. For instance, [provide a specific example or anecdote that highlights these qualities].

In addition to [his/her/their] impressive skills in [mention relevant skills], [Name] is also known for [mention other relevant attributes, such as teamwork, leadership, etc.]. [Provide another example to substantiate this point if possible].

I am confident that [Name] would be an excellent fit for [the position, program, etc.], and I wholeheartedly recommend [him/her/them]. Please feel free to contact me at [your phone number] or [your email address] if you have any further questions or require more information.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]