

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [position/program/scholarship] at [Institution/Organization]. I have had the pleasure of knowing [Candidate's Name] for [duration] as their [your relationship, e.g., professor, supervisor] in [context, e.g., academic setting, workplace].

During this time, I have been impressed by [Candidate's Name]'s [specific skills, attributes, or achievements]. For example, [provide a specific instance or anecdote that highlights these qualities].

[Candidate's Name] demonstrates [mention any relevant soft skills or characteristics like leadership, teamwork, attention to detail], which I believe will greatly contribute to [Institution/Organization's name or specific goals of the position/program].

I wholeheartedly recommend [Candidate's Name] for [position/program/scholarship] and am confident they will make a significant impact. Please feel free to contact me at [phone number] or [email address] should you require any further information.

Sincerely,

[Your Name]
[Your Position]