

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

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific position, program, or opportunity] at [Recipient Organization or Institution]. As [his/her/their] [relationship to the candidate, e.g., supervisor, professor, etc.] at [Your Organization] for [duration of time], I have had the pleasure of witnessing [Candidate's Name] demonstrate exceptional skills and qualities that make [him/her/them] an outstanding candidate.

During our time together, [Candidate's Name] consistently exhibited [specific skills or traits, e.g., leadership, dedication, creativity]. [He/She/They] was responsible for [specific responsibilities or projects], where [he/she/they] [describe an achievement or contribution]. This not only showcased [his/her/their] ability to [relevant skills or accomplishments], but also [explain the impact of this work].

[Candidate's Name] is not just an excellent [professional/academic] performer; [he/she/they] is also a person of high integrity and character. [He/She/They] interacts well with peers and superiors alike, fostering a collaborative and positive environment. [Provide a specific example or anecdote that illustrates this point].

I strongly believe that [Candidate's Name] will bring the same level of enthusiasm and commitment to [Recipient Organization or Institution] as [he/she/they] has shown in our collaboration. I have no doubt that [he/she/they] will make a significant contribution and excel in [the specific role or environment].

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or specific examples regarding [Candidate's Name]'s qualifications.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]