

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

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position/program/opportunity]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Institution/Company], where [he/she/they] has consistently demonstrated [specific qualities, skills, or achievements].

During [his/her/their] time as [Candidate's Position/Role], [he/she/they] [describe specific contributions, projects, or accomplishments].

[He/She/They] exhibits [mention key skills or characteristics], making [him/her/them] a valuable asset to our team.

Additionally, [Candidate's Name] shows [mention soft skills, such as communication skills, leadership, teamwork, etc.], which enhances our collaborative environment. [He/She/They] [provide an example of how they exemplified these qualities].

I am confident that [Candidate's Name] will bring the same dedication and excellence to [Recipient Institution/Company] and will thrive in [specific role or opportunity]. I highly recommend [him/her/them] without reservation.

Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]