

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

Dear [Recipient Name],

I am writing to highly recommend [Candidate's Name] for [specific opportunity, position, or program]. During [his/her/their] time at [Your Organization/School], I have had the pleasure of [describe relationship - e.g., supervising, teaching] [him/her/them] in [specific context or project].

[Provide specific examples of the candidate's skills, qualifications, and achievements that are relevant to the opportunity.]

In addition to [his/her/their] impressive skills in [specific skill/area], [Candidate's Name] has consistently demonstrated [qualities such as leadership, teamwork, dedication, etc.]. [Share an anecdote or example that illustrates these qualities.]

I am confident that [Candidate's Name] will bring the same level of enthusiasm and excellence to [new opportunity] as [he/she/they] has shown at [Your Organization/School]. I strongly recommend [him/her/them] without reservation.

Thank you for considering this recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]