

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

[Recipient Name]  
[Recipient Title]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, position, or program]. I have had the pleasure of knowing [him/her/them] for [duration of time] as [his/her/their] [relationship to candidate, e.g., teacher, supervisor, colleague, etc.], and I can confidently speak to [his/her/their] skills and character.

[Paragraph 1: Describe the candidate's relevant skills, experiences, or achievements. Include specific examples that demonstrate these attributes.]

[Paragraph 2: Highlight the candidate's personal qualities and how they positively impact their work ethic and relationships with others.]

[Paragraph 3: Summarize your overall recommendation and include how the candidate will contribute to the opportunity they are seeking.]

Please feel free to contact me at [your phone number] or [your email address] for any further questions. I wholeheartedly endorse [Candidate's Name] for [the position/opportunity] without any reservations.

Sincerely,

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