

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Phone Number]  
[Your Email Address]

[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]

Dear [Recipient Name],

I am pleased to write this letter of recommendation for [Applicant's Name], who has applied for [specific opportunity, position, or program]. I have known [Applicant's Name] for [duration] in my capacity as [Your Title] at [Your Organization].

During this time, [he/she/they] has demonstrated exceptional [skills/qualities], particularly in [specific examples of skills or contributions]. [Applicant's Name] consistently exhibits [adjectives that describe their work ethic or personality, e.g., dedication, creativity, leadership].

One of the most notable projects was [describe a specific project or task]. [Applicant's Name] not only [describe their role and efforts] but also [mention any outcomes or achievements resulting from their contributions].

I am confident that [Applicant's Name] will bring the same level of enthusiasm and commitment to [the new opportunity]. I highly recommend [him/her/them] for [position or program], as I believe [he/she/they] will greatly contribute to [specific goals or values of the new opportunity]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you would like to discuss [Applicant's Name] further.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]