

[Your Name]
[Your Position/Title]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position/Title (if known)]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to highly recommend [Candidate's Name] for [specific position, program, or opportunity]. I have had the pleasure of knowing [him/her/them] for [duration] in my capacity as [your position] at [your institution/organization]. During this time, I have been consistently impressed by [his/her/their] [mention specific qualities, skills, and achievements].

[Describe specific examples of the candidate's experience, skills, accomplishments, and character. Include any relevant projects, achievements, or contributions.]

[Further details on the candidate's abilities and how they relate to the new opportunity they are pursuing.]

I am confident that [Candidate's Name] will be an asset to [the specific position or program], and I wholeheartedly endorse [him/her/them] for this opportunity. Please feel free to contact me at [your phone number] or [your email] if you have any questions or need further information.

Sincerely,

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