

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Candidate's Name] for the [specific program or position] at [Organization/Institution]. I have had the pleasure of knowing [Candidate's Name] for [duration of time] in my capacity as [Your Position/Relationship to Candidate].

During this time, [he/she/they] has demonstrated exceptional [qualities, skills, or experiences relevant to the application]. For instance, [provide specific examples of the candidate's strengths, achievements, or contributions].

[Candidate's Name] also possesses a strong sense of [character trait] which has allowed [him/her/them] to [provide another example related to character]. [He/She/They] has consistently shown [describe reliability, teamwork, leadership, etc.].

I am confident that [Candidate's Name] will bring the same level of passion and dedication to [specific program or position] as [he/she/they] has shown in [previous experiences]. I highly recommend [him/her/them] without reservation.

Thank you for considering this application. I am happy to provide any further information or answer any questions you may have.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title]  
[Your Organization/Institution]