

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

[Recipient Name]
[Recipient Position/Title]
[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]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Organization/Institution], and I have been consistently impressed by [his/her/their] [specific skills, attributes, or experiences relevant to the opportunity].

During [his/her/their] time here, [Candidate's Name] [describe specific projects or responsibilities, highlighting achievements and skills].

[He/She/They] demonstrated remarkable [skill or quality] when [specific example], showing [his/her/their] ability to [impact or result].

[Optional: Mention any personal anecdotes or observations that illustrate the candidate's character, work ethic, or contributions.]

I am confident that [Candidate's Name] will bring [specific strengths or contributions] to [the opportunity or position] and will excel in [specific context or field]. I wholeheartedly support [his/her/their] application and believe [he/she/they] will be an asset to your team.

Please feel free to reach out to me at [your phone number] or [your email] if you require any further information or insights.

Sincerely,

[Your Name]
[Your Position/Title]