

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific program, position, opportunity] at [Recipient's Institution/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration of time] in my capacity as [Your Position] at [Your Institution/Organization].

During this time, [he/she/they] has demonstrated [key qualities, skills, and attributes that make the candidate suitable for the opportunity].

[Provide specific examples to illustrate these qualities.]

[Candidate's Name] is particularly adept at [mention relevant skills or experiences], and has shown an incredible ability to [describe relevant achievements or contributions]. [He/She/They] approaches challenges with enthusiasm and a positive attitude, making [him/her/them] an asset to any team.

I am confident that [Candidate's Name] will excel in [specific program, position, opportunity] and contribute positively to [Recipient's Institution/Organization]. [He/She/They] has my highest recommendation, and I am happy to provide further information if needed.

Thank you for considering this application.

Sincerely,

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