

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to provide a recommendation for [Candidate's Name] who has applied for [specific position or opportunity].

During [his/her/their] time at [Your Organization/Institution], [Candidate's Name] demonstrated exceptional [skills/qualities relevant to the opportunity]. [He/She/They] consistently [mention specific achievements or contributions].

I believe that [Candidate's Name] will be an excellent fit for [specific position or opportunity]. [He/She/They] possesses [mention relevant traits or skills] that will enable [him/her/them] to succeed.

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Sincerely,

[Your Name]
[Your Title]