

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

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, e.g., a job, scholarship, etc.]. As [Your Position] at [Your Organization], I have had the pleasure of working with [Candidate's Name] for [duration] and can confidently say that [he/she/they] is a remarkable individual.

During [his/her/their] time with us, [Candidate's Name] demonstrated [specific skills, qualities, or achievements relevant to the opportunity]. For instance, [provide an example or anecdote that illustrates these points].

[Candidate's Name] is not only [a positive trait, e.g., hardworking, dedicated, etc.], but also [another positive trait]. [He/She/They] has consistently [briefly mention additional contributions or behaviors]. I have no doubt that [Candidate's Name] will excel in [the specific opportunity] and continue to bring [his/her/their] talents to [new environment or role]. I highly recommend [him/her/them] without reservation.

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

Sincerely,

[Your Name]
[Your Position]
[Your Organization]