

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position, program, opportunity, etc.]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization/Institution] as [his/her/their] [what position you held related to the candidate].

During this time, I have been consistently impressed with [Candidate's Name]'s [mention specific skills, attributes, or accomplishments].

[He/She/They] demonstrated [give examples or anecdotes that illustrate the candidate's strengths].

[Additional paragraph with further details about the candidate's qualifications, achievements, and character. Mention any specific projects or contributions that stand out.]

I am confident that [Candidate's Name] will excel in [specific position or program] and will be a valuable addition to your [team/program/institution]. I wholeheartedly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email] if you need any more information or insights regarding [Candidate's Name].

Sincerely,

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