

[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 recommend [Candidate's Name] for [specific opportunity, e.g., a position, program, etc.]. As [Your Position] at [Your Institution/Organization], I have had the pleasure of working closely with [Candidate's Name] for [duration].

During this time, [he/she/they] has consistently demonstrated [specific skills or qualities, e.g., leadership, dedication, analytical skills, etc.]. For instance, [provide a specific example or achievement that showcases the candidate's strengths].

[Candidate's Name] has also [mention any relevant experiences, projects, or contributions that highlight the candidate's fit for the opportunity].

[His/Her/Their] ability to [specific skill or quality related to the opportunity] will undoubtedly contribute to [specific goal or outcome related to the opportunity].

In conclusion, I highly recommend [Candidate's Name] for [specific opportunity]. I am confident that [he/she/they] will bring [positive attributes] to [the organization/program]. Please feel free to contact me at [your phone number] or [your email] if you need any more information.

Sincerely,

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