

[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 write this letter of recommendation for [YXE], who has been a [student/employee/volunteer] at [Your Organization or Institution] for [duration]. During this time, I have had the opportunity to observe [his/her/their] skills and contributions firsthand.

[YXE] has demonstrated exemplary [specific skills, qualities, or experiences] that distinguish [him/her/them] from [his/her/their] peers. [Provide specific examples of accomplishments or projects that highlight YXE's strengths].

In addition to [his/her/their] technical abilities, [YXE] possesses remarkable [soft skills, such as teamwork, leadership, communication].

[He/She/They] is [describe the interpersonal qualities, e.g., reliable, dedicated, proactive], making [him/her/them] a pleasure to work with.

I wholeheartedly recommend [YXE] for [specific opportunity or position, e.g., graduate program, job opportunity]. I am confident that

[he/she/they] will bring the same level of enthusiasm and excellence to your team as [he/she/they] has to [Your Organization].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]