

[Your Name]
[Your Position]
[Your Institution/Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Institution/Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Name of the Person Being Recommended] for [purpose - e.g., a position, admission to a program]. I have had the pleasure of working with [him/her/them] for [duration] at [Your Institution/Company], where [he/she/they] has [describe relationship and context].

During [his/her/their] time with us, [Name] demonstrated [specific skills or qualities], which were invaluable to our team. [Provide specific examples of their contributions, achievements, or character that highlight why they deserve the recommendation.]

[Name] has shown remarkable [skills or traits, e.g., leadership abilities, dedication, creativity], and I am confident that [he/she/they] will bring the same level of excellence to your [institution/company/program]. [Mention any relevant projects or experiences that further corroborate your recommendation.]

I wholeheartedly endorse [Name] without reservation, and I am certain that [he/she/they] will be an asset to your [institution/company]. Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Sincerely,

[Your Name]
[Your Position]