

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to highly recommend [Name of the person you are recommending] for [specific position, program, or opportunity] at [YXU or relevant institution]. I have had the pleasure of knowing [him/her/them] for [duration of relationship] as [his/her/their] [your relationship, e.g., supervisor, professor, etc.], and I can attest to [his/her/their] exceptional qualities and capabilities.

During [his/her/their] time in [context where you know the candidate], [Name] demonstrated [specific skills, achievements, or characteristics that make them a strong candidate]. For example, [provide specific examples or anecdotes that illustrate their strengths].

[Name] is not only [describe personal attributes, e.g., hardworking, dedicated, etc.], but also possesses a keen [mention relevant skills/qualities, e.g., analytical mind, creativity, leadership abilities, etc.]. I am confident that [he/she/they] will bring the same level of enthusiasm and dedication to [YXU or relevant opportunity].

In conclusion, I strongly endorse [Name] for [position/program] and believe [he/she/they] will make a valuable contribution to your team. Please feel free to contact me at [your phone number] or [your email address] if you would like further information.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization]