

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

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

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity or position] at [Recipient's Institution or Company]. I have had the pleasure of working with [him/her/them] for [duration] in my capacity as [Your Position] at [Your Institution/Company].

During this time, [Candidate's Name] has demonstrated exceptional [skills/qualities], particularly in [specific examples or projects]. [He/She/They] has a unique ability to [specific trait], which greatly contributed to [specific outcome].

Furthermore, [Candidate's Name] is remarkable for [his/her/their] [mention any soft skills or attributes, such as teamwork, leadership, etc.]. [He/She/They] consistently [provide another example or anecdote that illustrates these attributes].

I am confident that [Candidate's Name] will excel in [specific opportunity or position], bringing [his/her/their] expertise and enthusiasm to your team. [He/She/They] will undoubtedly make a positive impact at [Recipient's Institution or Company].

Please feel free to contact me if you require any further information or specific examples regarding [Candidate's Name]'s qualifications.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution or Company]