

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

[Recipient's Name]  
[Recipient's Title/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 position, program, or opportunity]. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relationship to the candidate, e.g., professor, supervisor, mentor].

During this time, [Candidate's Name] has demonstrated exceptional [skills/qualities] such as [list relevant skills/qualities]. One particular instance that stands out is when [provide a specific example that illustrates the candidate's qualifications].

[Candidate's Name] is not only [mention any personal attributes, like dedication, integrity, etc.], but [he/she/they] also [mention any contributions or teamwork experiences]. [His/Her/Their] ability to [specific ability related to the position] truly sets [him/her/them] apart from [his/her/their] peers.

I strongly believe that [Candidate's Name] would be a valuable asset to [recipient's organization/program] and would excel in this opportunity. I am confident that [his/her/their] skills and [characteristic] will greatly benefit your team.

Please feel free to contact me at [phone number] or [email address] if you have any further questions.

Sincerely,

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