

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, e.g., a position, scholarship, etc.] at [Recipient's Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Organization], where [he/she/they] has demonstrated [specific skills or qualities].

During [his/her/their] time in [specific role/position], [Candidate's Name] [describe a specific achievement or responsibility, providing details on their contributions]. This experience equipped [him/her/them] with [mention relevant skills or insights].

Furthermore, [Candidate's Name] has shown exceptional [mention additional qualities, e.g., leadership, problem-solving, teamwork], particularly when [provide an example that illustrates this]. [He/She/They] consistently [share another positive trait or work ethic that makes them stand out].

I am confident that [Candidate's Name] will be a tremendous asset to [Recipient's Organization] and [his/her/their] skills align perfectly with the demands of [specific opportunity]. I wholeheartedly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email] if you need further information or specific examples of [Candidate's Name]'s work.

Sincerely,

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