

[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 wholeheartedly recommend [Candidate's Name] for [specific program/position] at [organization/institution]. I have had the pleasure of working with [him/her/them] for [duration] at [your organization] as [his/her/their] [your relationship, e.g., supervisor, professor, etc.], and I can confidently say that [he/she/they] is among the most [adjective] individuals I have encountered in my career.

During [his/her/their] time with us, [Candidate's Name] demonstrated remarkable [skills/qualities], particularly in [specific examples of skills/qualities]. [He/She/They] consistently [describe relevant experiences or contributions].

In addition, [Candidate's Name] possesses exceptional [mention personal traits or soft skills, e.g., leadership, teamwork, work ethic], which greatly contributed to [his/her/their] success in [specific task or project]. [Provide a concrete example to illustrate this point].

I believe that [Candidate's Name] will bring to [organization/institution] the same level of enthusiasm and dedication that [he/she/they] displayed during [his/her/their] time here.

[He/She/They] is well-prepared for the challenges that [specific program/position] will present, and I am confident that [he/she/they] will be a valuable addition to your team.

Please feel free to contact me at [your phone number] or [your email] if you require any further information or specific examples.

Sincerely,

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